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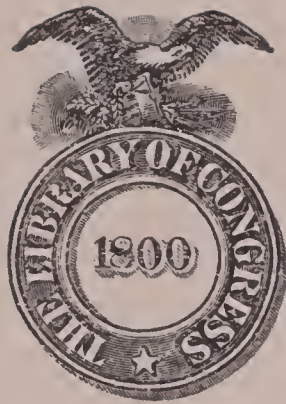
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**PRACTICAL READER
AND GUIDE BOOK
FOR NEW AMERICANS**

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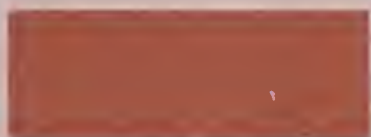
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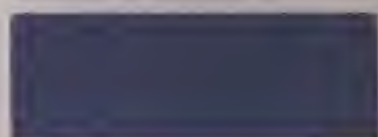
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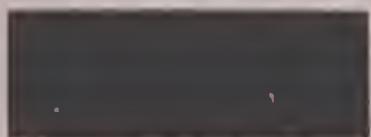
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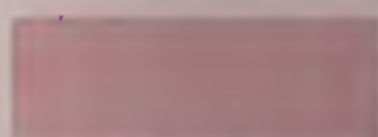
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PRACTICAL READER AND GUIDE BOOK FOR NEW AMERICANS

BY A. T. CHRISTOFF



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DEDICATED

TO

REV. HENRY C. HASKELL, D. D.
1835-1914

Prominent American missionary and educator in Bulgaria, whose services to that country have been gratefully recognized by the Bulgarian Minister of Education. He was my first-year teacher in English and a lifelong friend.

AND

TO MY FATHER

CHRISTO TOLEFF, ESQ.
1830-1898

Who overcame his own prejudices and the ridicule of his friends and allowed me to attend the American Collegiate and Theological Institute, Samokov, Bulgaria, of which Dr. Haskell was the efficient President for a number of years.

MAR -5 1915

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INTRODUCTION.

For a number of years I have been engaged, among other things, in teaching English to foreigners of various nationalities. My school is open for six nights a week all the year round. I have tried almost all readers published expressly for foreigners. My experience has taught me that the appearance of a book like this needs no apology. The present book aims not only to teach the foreigner English, but also to impart information about things he needs to know as a stranger in a strange land. Why should not the foreigner acquire this knowledge simultaneously with the learning of the language, and thus be doubly rewarded for his efforts.

Books of this kind are usually prepared by Americans who view the object from the American side only. This book has been prepared by one who has laboriously trodden the path by which he seeks to lead others, a practical, short path to the English he needs in everyday life. Nine times I have sought a practical knowledge of a strange language that would enable me to speak intelligently to others, and have met with obstacles presented by well meaning authors who think more of nice distinctions than of the pressing needs of the student, who ignore the provincialisms of everyday speech, and who follow some beaten path to unnecessary results.

MY METHOD

1. Employs words that the foreigner is called upon to use almost every day. Acquiring a reasonably large vocabulary is an essential to the learning of any language. It is important that if a man's purpose is purely practical and not academic that he should be taught words which will form his stock in trade in conversing with his fellow men. In this little book I have used about nineteen hundred different words, not one of which is useless to the immigrant.

2. Teaches the foreigner things of which he is ignorant and which he needs to know in this strange land. It is more important for the foreigner to know how to rent a house, how to buy his groceries, how to take care of his hard-earned savings, what to do in case of sickness or death in his family, etc., than to learn about the Dutch

canals, the greedy dog and his reflection in the water, or even to teach him about the steamers and the ocean, with which he is done and may never see or need again, unless he wants to go back home. Every lesson in this book is prepared with the object of real practical use to the New American, kept steadily in view.

3. Makes use of questions after every lesson intended to teach the foreigner how to speak English. Trying to answer questions is the easiest and the best method of assisting the immigrant to speak the language.

4. Conjugates every verb in the tenses in which it appears in the text. For the first few lessons all the verbs of the lesson are conjugated, later on only a few verbs of the lesson are treated that way, and the rest of them are left for the student's own efforts. After the twenty-second lesson the principal parts of the verbs are given and the teacher is expected to drill the students in the conjugation of them as far as the most complicated forms used in the text will warrant. My intention was to put in the back of the book a list of the principal parts of all the verbs used, but as a majority of teachers would hardly refer their pupils to such a list, I gave preference to the method of bringing the principal parts before the eyes of the students where the verbs appear in the course of the lessons. The proper use of the verb is important in learning any language.

HOW TO USE THIS BOOK?

1. Go slowly. Do not be in a hurry. Remember that you cannot master a language in a few nights. Give the learner a chance to digest the lesson and fix the words in his memory. Do not crowd him. That will cause mental dyspepsia. I have had paid and volunteer help in my school, many of them quite intelligent people, yet almost all committed the same mistake, going over much more in one night than is necessary or good for the pupil.

2. Make good use of the questions. Do not slight them. I consider them the most important part of the book. You will be surprised at the results of freely using these questions. I have tried sentence building devices, I have tried the system of omitting words in the sentences and have the student supply them, but these methods are entirely mechanical and cannot begin to compare with

the use of questions as a means of sentence building and learning to speak English. Do not allow the New American to use faulty English in his answers to the questions. In the beginning his answers will be very incorrect, but you can give him the proper answer and ask him to repeat it. It is just as easy to learn to speak correct English, as it is to learn the incorrect forms.

3. Practice extensively with the verb forms. If you so desire you can use the grammatical terms of verb, noun, adjective, etc., but it is not necessary. Many people use good English, and yet may fail at an examination in English grammar. When you practice with the verbs always use a subject and an object, and as your pupils advance introduce all kinds of modifiers. That will make the study more interesting and at the same time more useful. Even if you must give a whole session to such a drill your time is not lost. The faithful use of the questions and the extensive drill in the verbs will be crowned with success.

4. Use the word list in the beginning of each lesson as a spelling lesson. Many times I use the answers of the questions as a writing lesson. First the student gives me the answer orally. If the answer is not correct, I correct it, and then ask the class to write the corrected answer.

5. Have a teacher for each class, regularly attending pupils, and an entire session of at least one hour for each lesson. Remember that you are to work for substantial results and not for a show. I repeat again, go slowly. The American "Hurry Up" will not do in teaching English to New Americans.

The part in civil government is intended for those who are preparing for their final naturalization papers. Many courts require a vigorous examination of the candidates. The questions and answers are written with the view of giving a systematic knowledge of the workings of the National, State, County and City governments. None of the candidates prepared by our school has failed to pass that examination.

This book is sent forth with the hope that it may be of real use and help to fellow immigrants, who are bound to feel lost in this great country, without a knowledge of the language and the customs of it.

A. T. CHRISTOFF,
Kansas City, Kansas.

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A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z &

a b c d e f g h i j

k l m n o p q r s t

u v w x y z

LESSON 1.

I	you	he	she
am	are	is	is
what	American	an	a

I am an American.

What are you?

I am a Russian.

You are a Russian.

What is he?

He is a Croatian.

She is a Bulgarian.

I am	You are	He is	She is
------	---------	-------	--------

LESSON 2.

my	your	his
America	country	her

I am an American.

America is my country.

You are a Bulgarian.

What is your country?

My country is Bulgaria.

He is a Russian.

What is his country?

His country is Russia.

She is an Italian.

What is her country?

Her country is Italy.

LESSON 3.

THE NUMBERS.

Numbers to learn
how must count

You must learn how to count in English.

1. one	first	15. fifteen	fifteenth
2. two	second	16. sixteen	sixteenth
3. three	third	17. seventeen	seventeenth
4. four	fourth	18. eighteen	eighteenth
5. five	fifth	19. nineteen	nineteenth
6. six	sixth	20. twenty	twentieth
7. seven	seventh	21. twenty-one	twenty-first
8. eight	eighth	30. thirty	thirtieth
9. nine	ninth	40. forty	fortieth
10. ten	tenth	50. fifty	fiftieth
11. eleven	eleventh	60. sixty	sixtieth
12. twelve	twelfth	70. seventy	seventieth
13. thirteen	thirteenth	80. eighty	eightieth
14. fourteen	fourteenth	90. ninety	ninetieth
100. one hundred		one hundredth	
500. five hundred		five hundredth	
1,000. one thousand		one thousandth	
10,000. ten thousand		ten thousandth	
100,000. one hundred thousand		one hundred thousandth	
1,000,000. one million		one millionth	
score=20	dozen=12	gross=12 doz.=144	

LESSON 4.

AMERICAN MONEY.

money	dime	copper	the
coin	nickel	silver	half
dollar	cent	of	make
quarter	piece	and	made

The cent, nickel, dime, quarter, half dollar and dollar are American coins.

One hundred cents make a dollar. Fifty cents make a half dollar. Twenty-five cents make a quarter. Ten cents make a dime. Five cents make a nickel.

The cent is made of copper. The five cent piece is made of nickel. The dime, quarter, half dollar and dollar are made of silver.

How many cents make a nickel? How many nickels make a dime? How many nickels make a quarter? How many dimes make a half dollar? How many quarters make a dollar? How many nickels make a dollar? How many dimes make a dollar?

I make
you make
he makes

I learn
you learn
he learns

I count
you count
he counts

I made
you made
he made

I learned
you learned
he learned

I counted
you counted
he counted

LESSON 5.

AMERICAN MONEY.

United States	paper	sign	high
denominations	gold	or	write
bills	eagle	also	called

The paper money of the United States is in bills of one dollar, two dollars, five dollars, ten dollars, twenty dollars and higher denominations.

There are five-dollar, ten-dollar and twenty-dollar gold pieces.

The ten-dollar gold piece is called an eagle.

The dollar sign is \$.

The cent sign is c or cts.

Write:

\$3.75=three dollars, seventy-five cents.

25c or 25 cts=twenty-five cents.

There is There are

LESSON 6.

CONVERSATION.

steamer	it	well	live
work	this	where	come
name	at	whence	came
avenue	from	no	thank
good	yet	do	
much	very	like	

How do you do? Very well, thank you. What is your name? My name is John Pavlovsky. What are you? I am a Russian. From whence did you come? I came from Russia. How did you come to this country? I came on a steamer. How do you like this country? I like it very much. This is a good country. Where do you live? I live at 215 Central Avenue, Kansas City, Kansas. Where do you work? I have no work yet.

I do	Do I	I did	Did I
you do	Do you	you did	Did you
he does	Does he	he did	Did he
	I like	I do not like	
	You like	you do not like	
	he likes	he does not like	

LESSON 7.

VERBS.

word	same	have	write
way	for	do	live
we	in	work	thank
they	am	like	see
these	be	try	learn
other	can	call	make

I am	I was	I will be
you are	you were	you will be
he is	he was	he will be
we are	we were	we will be
you are	you were	you will be
they are	they were	they will be

I go
you go
he goes

we go
you go
they go

I come
You come
He comes
We come
You come
They come

I have
you have
he has
we have
you have
they have

I see
you see
he sees
we see
you see
they see

I went
you went
he went

we went
you went
they went

I came
You came
He came
We came
You came
They came

I had
you had
he had
we had
you had
they had

I saw
you saw
he saw
we saw
you saw
they saw

I will go
you will go
he will go

we will go
you will go
they will go

I will come
You will come
He will come
We will come
You will come
They will come

I will have
you will have
he will have
we will have
you will have
they will have

I will see
you will see
he will see
we will see
you will see
they will see

Use these words in the same way:

do
like
call
live
learn
make
write

did
liked
called
lived
learned
made
wrote

will do
will like
will call
will live
will learn
will make
will write

LESSON 8.

TIME.

week	month	September	autumn
day	January	October	fall
Sunday	February	November	winter
Monday	March	December	hour
Tuesday	April	year	minute
Wednesday	May	leap year	second
Thursday	June	season	each
Friday	July	spring	may
Saturday	August	summer	abbreviate

One day has twenty-four hours. Sixty minutes make an hour. There are sixty seconds in a minute.

Seven days make one week. The days of the week are Sunday, Monday, Tuesday, Wednesday, Thursday, Friday and Saturday.

Four weeks make one month. Twelve months make one year. The names of the months are January, February, March, April, May, June, July, August, September, October, November and December.

January, March, May, July, August, October and December have thirty-one days each.

April, June, September and November have thirty days each.

February has twenty-eight days. On leap year it has twenty-nine days.

The year is divided into four seasons—spring, summer, autumn and winter. Each season has three months.

The spring months are March, April and May.

June, July and August are the summer months.

The autumn months are September, October and November. Autumn is also called fall.

The winter months are December, January and February.

The names of the month may be abbreviated this way: Jan., Feb., March, Apr., May, June, July, Aug., Sept., Oct., Nov. and Dec.

How many hours are there in a day? How many minutes are there in an hour? How many days make one week? How many weeks are there in a month? How many months make one year? How many seasons are there in a year? How many months are there in each season?

LESSON 9.

THE ALARM CLOCK.

morning	face	than	set
noon	hands	between	move
afternoon	figures	before	stay
evening	alarm	after	ring
night	long	if	wake
midnight	short	past	
clock	faster	want	
o'clock	which	wind	

You must have an alarm clock to wake you up in the morning.

The alarm clock has three hands—the hour hand, minute hand and alarm hand. The hour hand and the minute hand move. The alarm hand stays where you set it. The hour hand is short. The minute hand is long. The minute hand moves faster than the hour hand.

If you want to wake up at five o'clock in the morning, you must wind up the alarm in the evening and set the hand at the figure five on the clock face. In the morning the alarm will ring and wake you up at five o'clock.

Twelve o'clock of the day we call noon. Twelve o'clock at night is midnight. The hours after twelve o'clock at night and before the noon hour are called the morning hours. The hours between noon and midnight are called the afternoon hours.

The sign for the morning hours is A. M.; the sign of noon is M., and the sign for the afternoon hours is P. M.

6:30 A. M.=half past six o'clock in the morning.

12:00 M.=noon.

2:45 P. M.=quarter of three in the afternoon.

How many hands has the alarm clock? What are their names? Which hands move? Which of these two hands is long? Which is short? Which moves the faster? What are the morning hours? What are the afternoon hours? What is noon? What is midnight? What is the sign for the morning hours? What is the sign for the evening hours? Do you have an alarm clock?

I wake	I woke	I will wake
I wind	I wound	I will wind
I want	I wanted	I will want
I move	I moved	I will move
I stay	I staid	I will stay
I ring	I rang	I will ring
I abbreviate	I abbreviated	I will abbreviate
I may	I might	

(From this lesson on let the students give the future tense, as it is so easily formed from the present.)

LESSON 10.

OUR PARTY.

things	Mr.	once	go
house	verbs	early	enjoy
party	last	late	spoil
friends	next	till	playing
songs	dark	yesterday	spent
games	all	tomorrow	talked
beer	some	always	asked
whiskey	several	awhile	sang
trouble	different	who	only

Last night we had a party at our house. All my friends came to the party. We had a good time. We talked awhile. Then we sang several songs. We spent some time in playing different games. We did not have beer and whiskey. These things always make trouble. Beer and

whiskey do not make a good time. They spoil the good time. We stayed very late.

My friends enjoyed the party very much. They asked that we have such a party once a month. Our next party will be at Mr. Pavlovsky's house. We will go early in the evening and will not stay so late.

Yesterday we worked only half a day. Tomorrow we will start early and will work till dark.

What did you have last night? Who came to the party? Did you have a good time? What did you do at the party? Do you like to sing? Do you like beer? Do you like whiskey? Do they (beer and whiskey) make a good time? How long did you stay at the party? Did you and your friends enjoy the party? Where will your next party be? Do you like to stay up late at night?

I talk	I do not talk
I am talking	I am not talking
I talked	I did not talk
I will talk	I will not talk

Use the following verbs in the same way:

spend	spending	spent	will spend
play	playing	played	will play
stay	staying	stayed	will stay
spoil	spoiling	spoiled	will spoil
enjoy	enjoying	enjoyed	will enjoy
sing	singing	sang	will sing
go	going	went	will go

THE LORD'S PRAYER.

Our Father who art in heaven, hallowed be Thy name. Thy Kingdom come. Thy will be done in earth, as it is in heaven. Give us this day our daily bread, and forgive us our debts, as we forgive our debtors. And lead us not into temptation, but deliver us from evil. For Thine is the Kingdom, and the power, and the glory, forever. Amen
Matt. 6:9-13.

LESSON 11.
MY BODY.

man	ears	thumb	rest
body	neck	legs	front
parts	throat	hip	many
head	shoulder	thigh	large
eyes	arm	knee	on
nose	elbow	ankle	speak
mouth	wrist	foot	connect
tongue	hand	toes	support
teeth	fingers	heel	

I am a man. I have a body. My body is made up of different parts.

This is my head. I have two eyes, two ears, a nose and a mouth in my head. My tongue and my teeth are in my mouth.

My neck connects the head to the rest of my body. The front part of the neck is called the throat.

These are my arms. This is my shoulder and this is my elbow. This is the wrist and this is my hand. There are five fingers on my hand. The large finger is called a thumb.

My legs support my body. This is my hip, and this is my knee. The part of the leg between the hip and the knee is called the thigh. This is my ankle. This is my foot. I have five toes on my foot. This part of my foot is called the sole of the foot, and this is my heel.

There are other parts of my body. I will speak of them later.

What are you? How many heads have you? How many eyes have you? How many ears have you? Where is your nose? Where is your mouth? Where is your neck? What is the front part of your neck called? How many arms have you? Where is your shoulder? How many shoulders have you? How many elbows have you? Where is your wrist? How many hands have you? How many fingers have you? How many fingers are there on one

hand? What is a thumb? How many legs have you? Where are your thighs? Where are your knees? How many knees have you? How many ankles have you? Where are they? How many feet have you? What part of the foot is the sole? How many toes have you? How many toes are there on one foot? Where is the heel of your foot?

I speak	I spoke
I connect	I connected
I support	I supported

late	later	dark	darker
early	earlier	good	better
large	larger	much	more

LESSON 12.

MY BODY.

nature	hinges	dumb	hear
beauty	odor	bad	smell
larynx	school	stiff	chew
voice	sickness	thus	catch
music	kinds	with	hold
men	blind	without	help
birds	deaf	around	avoid
food	mute	would	enable

My eyes enable me to see all things around me, and to enjoy the beauty of nature. With my ears I hear the voice of my friends when they talk to me, and enjoy all kinds of music, also the songs of men and birds. My nose helps me to smell all kinds of odor—bad and good. I can smell spoiled food and thus avoid sickness. The tongue with the help of the mouth and the larynx in my throat aid me in talking and singing. With the teeth I chew my food. With my arms and hands I do all kinds of work. My hands and fingers enable me to catch and hold things. My legs and feet enable me to go where I want to go. The hip, knee, ankles, shoulder, elbow and wrist are like hinges for my body. Without them my body would be very stiff.

A man who cannot see is blind. The man who cannot hear is deaf. He, who cannot speak, is dumb or mute. The man who cannot hear and cannot talk is a deaf-mute. There are schools for the blind, and schools for the deaf-mutes in America.

What do you do with your eyes? What do you do with your ears? What do you do with your nose? What do you do with your tongue? What do you do with your teeth? What do you do with your arms and hands? What do you do with your legs and feet? What kind of men do we call blind? What is a deaf-mute? Have you seen the deaf-mutes talking? How do they talk?

I see	I do not see
I saw	I did not see
I will see	I will not see

Do the same with the following verbs:

hear	heard	chew	chewed
help	helped	catch	caught
smell	smelled	hold	held
avoid	avoided		

LESSON 13.

RELATIONS.

woman	brother	grandchildren	nephew
relations	sister	grandson	niece
husband	parents	granddaughter	godfather
wife	father	father-in-law	godmother
child	papa	mother-in-law	myself
children	mother	sister-in-law	when
boy	mamma	brother-in-law	married
son	grandparents	uncle	become
girl	grandfather	aunt	
daughter	grandmother	cousin	

When a man and a woman are married they become husband and wife. If God gives them children, the boys are their sons, and the girls their daughters. The children

call their father “papa,” and their mother “mamma.” Papa and mamma are my parents.

My father’s or my mother’s father is my grandfather. Grandfather’s wife is my grandmother. Grandfather and grandmother are my grandparents. The boys are their grandsons, and the girls their granddaughters.

My father’s and my mother’s brothers are my uncles. Their sisters are my aunts. Also the wives of my uncles are my aunts, and the husbands of my aunts are my uncles. The sons and daughters of my uncles and my aunts are my cousins.

The wife’s or husband’s father is called a father-in-law. His wife is called a mother-in-law. The wife’s or husband’s sister and brother are called a sister-in-law and a brother-in-law.

The son of my brother or of my sister is my nephew. A brother’s or a sister’s daughter is called a niece.

The man that stands for a child at baptism is the child’s godfather. If it be a woman, she is the child’s godmother.

When do a man and a woman become husband and wife? Who are your parents? What do you call your father? What do you call your mother? Who is your grandfather? Who is your grandmother? Who are your grandparents? What are you to your grandparents? What is an uncle? What is an aunt? What is a father-in-law? What is a mother-in-law? What is a brother-in-law? What is a sister-in-law? What is a nephew? What is a niece? Have you a godfather or a godmother?

father	fathers	father’s
mother	mothers	mother’s
grandfather	grandfathers	grandfather’s
wife	wives	wife’s
husband	husbands	husband’s
brother	brothers	brother’s
sister	sisters	sister’s

I marry	I married
I become	I became

LESSON 14.

PUBLIC SIGNS.

rent	railroad	paint	look
sale	crossing	public	stop
lease	danger	private	feed
furnished	cars	fresh	hitch
rooms	motorman	here	dump
boarding	post office	out	put
waiting room	grounds	off	keep
doctor	trees	smoking	spit
floor	grass	trespassing	allow
Information	admittance	loafing	furnish
Bureau	animals	hunting	
ticket office	dogs	camping	

For Rent. For Lease. For Sale. Private. No Trespassing. No Admittance. Fresh Paint. Do not Spit on the Floor. No Smoking Allowed. Rail-Road Crossing. Look out for the Cars. Wait Until the Car Stops. Do Not Talk to Motorman. Waiting Room. For Men. For Women. Ticket Office. Information Bureau. Walk In. Doctor is Out. Will Return Soon. No Loafing. Keep off the Grass. No Dogs Allowed. Put all Trash in the Box. Do not hitch to the Trees. Do not Feed the Animals. Private Grounds—no Hunting, no Camping. Dump Here. No Dumping Allowed. Post Office. Keep Out—Danger. Furnished Rooms. Boarding.

look	looked	put	put
wait	waited	keep	kept
stop	stopped	spit	spat
feed	fed	allow	allowed
hitch	hitched	furnish	furnished
dump	dumped		

I furnished the rooms.

The rooms are furnished.

LESSON 15.

RENTING A HOUSE.

agent	glass	shed	right
card	story	coal	broken
address	stairs	place	satisfactory
lock	light	city	such
key	gas	street	through
bed	water	cement	down
kitchen	yard	dining	then
cellar	lawn	back	repairing
wall	chicken	big	needed
window	coop	that	returned

To-day I rented a good two-story house. Walking on Washington Street I saw a card in a window. I took the address of the agent from the card, went to his office and asked for the key. Then I returned to the house and looked through it. The wall paper was off in many places. The kitchen floor needed repairing. Five window glass were broken. Some of the locks do not work right. The cellar is very satisfactory with a good cement floor. There are three rooms down stairs and three up stairs. We will have our kitchen, dining room and front room down stairs. The rooms up stairs we will use for bed rooms. There is city water and gas light in the house. There is a big yard back of the house with a chicken coop and a coal shed. In front there is a lawn and a cement walk.

The agent will have all the repairing done this week, so that we can move in next week.

The rent is not high. Twelve dollars a month is not much for such a house on Washington Street.

Did you rent a house today? What kind of a house did you rent? On what street is it? Did you look through the house? Has it a cellar? Is there city water and gas light in it? How many rooms are there in the house? Has it a good yard? Will the agent repair the house? When will you move into it? How much is the rent?

I need	I needed
I return	I returned
I repair	I repaired

FURNITURE.

furniture	pillow	cash	but
table	pillow case	those	now
stand	carpet	any	wash
chair	shade	more	buy
bedstead	curtain	new	sold
mattress	door	cook	afford
quilt	stove	rocking	save
sheet	settee	little	get
blanket	store	cheaper	bring

We did not want to move our furniture from Chicago. We sold it to some friends there. To-day I will go to the second hand store and buy some furniture. We cannot afford to buy new furniture.

We need a cook stove, a kitchen table, six dining room chairs, a dining table, two or three rocking chairs, a carpet and a table for the front room, three bedsteads with the mattresses, three wash stands, and three chairs for the bed rooms. We need also a settee for the porch.

We do not have to buy any quilts, sheets, pillows, pillow cases and blankets. We have brought those from Chicago.

We must buy nine window shades, and a curtain for the front door glass.

We need many other things, but we will wait until we have a little more money. We do not like to buy things on time. It is always better to buy with cash. Then you can get things much cheaper.

Do you have any furniture? What did you do with the furniture you had in Chicago? What will you do now for furniture? Is it not better to buy new furniture? What things will you buy? Are there any shades on the windows of the house you rented? Is this all you need to buy now?

I buy	I bought	I save	I saved
I sell	I sold	I wash	I washed
I get	I got	I bring	I brought

LESSON 17.

THE KITCHEN.

people	knife	sink	clean
hole	fork	bin	great
lid	spoon	flour	rolling
lifter	dish	oven	covered
tea	pantry	wood	easily
kettle	shelf	small	sweep
time	provisions	poor	bake
drawer	broom	hot	
pin	hod	dirty	

We have a small kitchen. We are poor people and cannot afford many things in the kitchen. We have a cook stove with four holes. The holes are covered with lids. We use a lifter when we want to take off the lids. The tea kettle is always on the stove, so that we may have hot water at any time. We can use coal or wood in our stove.

Our kitchen table has three drawers. In one of them is the rolling pin, and the other two we can use to hold our knives, forks and spoons. The kitchen table has also two bins—one we use for flour, and the other for bread. We make our own bread, and bake it in the oven.

The pantry has several shelves on which we keep our dishes and provisions.

Our coal and wood are in the coal shed. When we need some coal for the stove we bring it in a coal hod.

As the kitchen becomes dirty very easily we keep the broom in the kitchen. My wife sweeps the kitchen several times a day.

The sink is a great help to the housekeeper. We did not have such things in the old country.

Have you a kitchen? What kind of stove have you? What do you do with the lifter? Where do you keep the tea kettle? What is in the tea kettle? Have you a kitchen table? How many drawers are there in the kitchen table? What do you put in them? Where do you keep your flour?

What do you keep in the pantry? Where do you keep your coal and wood? How do you bring the coal to the kitchen? Have you a sink in your kitchen? Is your kitchen clean? How do you keep it clean ?

I cover	I covered	I bring	I brought
I sweep	I swept	I bake	I baked
I may have money		I may not have money	
I can afford to buy		I cannot afford to buy	

LESSON 18.

THE MEAT MARKET.

meat	ham	kidney	deal
market	bacon	liver	cuts
cattle	chops	tripe	scraps
beef	roast	poultry	round
calf	steak	ducks	expensive
veal	hamburger	geese	fancy
sheep	sausage	turkey	salted
mutton	soup	fish	smoked
lamb	stew	lard	ground
hog	bone	butter	by
pork	tail	egg	often

The meat market is the place where we buy all kinds of meat.

The meat from cattle we call beef. Veal is the meat of the calf. The meat of hogs is called pork. The meat from sheep is called mutton. Lamb is the meat of lambs.

Round steak and roast are good meat, but they are very expensive. Pork chops are the best fresh pork that we can buy. The hams and bacon are sold sometimes fresh, but often are salted and smoked. Mutton and lamb are much cheaper than beef or pork. We, old country people, use a great deal of mutton and lamb. It makes very good stew. Hamburger is ground beef.

At the meat market you will also find all kinds of

poultry, fish, butter, eggs and lard. By poultry we mean chickens, ducks, geese and turkeys.

Poor people cannot afford the fancy cuts of meat. They buy soup bone, pigs tails, pigs feet, kidneys, liver, tripe, sausage and scraps of beef, pork or mutton.

We buy meat, fish, butter and lard by the pound. Eggs are sold by the dozen.

Where do we buy our meat? What is beef? What is veal? What is pork? What is the meat of sheep called? What is lamb? What is poultry? What kind of meat do you like best? Do you like smoked ham? Can poor people afford to buy round steak and pork chops? What kind of meat do they buy?

I smoked the meat. The meat is smoked.

Smoked meat.

16 ounces	= 1 pound.....lb.
100 pounds	= 1 hundredweight....Cwt.
20 hundredweight	= 1 ton.....T.

LESSON 19.

VEGETABLES.

produce	radishes	pie-plant	Irish
vegetables	cucumbers	egg-plant	sweet
potatoes	beans	peppers	raw
turnips	string beans	horse-radish	green
onions	peas	squash	pretty
garlic	corn	pumpkin	roasting
parsley	beets	salad	fried
celery	carrots	pickles	sliced
cabbage	tomatoes	vinegar	fond
cauliflower	spinach	sauce	use
lettuce	asparagus	skin	peel

We buy our vegetables at the city market or from the produce man.

Irish and sweet potatoes and also turnips are cooked

in water. We can peel them before cooking or wash them clean and cook with the skins on. We put some salt in the water when we cook vegetables. Potatoes are very good food. Tomatoes, onions, parsley, celery, cabbage, lettuce, radishes and cucumbers can be eaten raw. Some of them make good salad. String beans, beets, carrots, cauliflower, small onions and green tomatoes make very good pickles. String beans, spinach, asparagus, cabbage and cauliflower are sometimes cooked and used for greens. We can make good vegetable soup from string beans, green peas, tomatoes, carrots and green sweet corn. Green corn is good for roasting. Egg-plant and summer squash are fine sliced and fried in lard or butter. Did you ever eat baked peppers with vinegar? Ground horse-radish put in vinegar is very good with meat or fish. Pie-plant and pumpkins are used for pies. Pie-plant also makes very good sauce.

Many old country people are fond of garlic. It has a bad odor. The American people do not like the smell of it. If you want to eat garlic you had better eat it at night. The smell will be gone by morning.

Where do you buy your vegetables? How many kinds of potatoes are there? How do we eat turnips? Are potatoes a good food? What vegetables do we eat raw? What vegetables do we use for salad? What vegetables do we use for greens? What vegetables are used for soup? Do you like roasted corn? Have you seen egg-plant? Do you like summer squash? Does your wife make any pies? Are you fond of garlic? Is it best to eat garlic in the day time?

roast	roasting	slice	slicing
peel	peeling	fry	frying
I fry	I fried	I peel	I peeled
I roast	I roasted	I slice	I sliced
<hr/>			
2 pints	= 1 quartqt.		
8 quarts	= 1 peckpk.		
4 pecks	= 1 bushelbu.		

LESSON 20.

GROCERIES.

grocer	oatmeal	price	still
groceries	cream-of-	date	instead
coffee	wheat	order	could
cocoa	crackers	something	beat
postum	yeast	own	deliver
sugar	breakfast	worth	handle
cheese	amount	because	please
milk	account	just	start
macaroni	book	most	pay
spaghetti	bill	wise	mix
			think

We buy all our groceries and a good many other things from the grocer. I always like to buy things with cash. Then I can buy where I please, cheaper and better. But the trouble is we do not have the cash most of the time. We had to start an account. The grocer gave us a little book. When we want to get something from the store we take the book with us. The grocer writes in it the date, the thing we get, and the amount it is worth. We pay our grocery bill every Saturday night. Our grocer is a good man, and does not sell things very high, but still I believe if I had the cash I could beat his prices on many things.

Tea and coffee are not very good for the health, but still we use them. It would be much better if we drank cocoa and postum instead of coffee and tea. We use a great deal of sugar. Our grocer handles all kinds of meat, butter, eggs, milk, vegetables and other provisions. Now and then we like cooked rice. We are very fond of macaroni and spaghetti with cheese or with tomatoes. Very often we have soup. We use crackers with our soup. There are a great many breakfast foods on the market, but we think they are very expensive. The only breakfast foods we use are oat-meal and cream-of-wheat. Our children always enjoy them with milk and sugar. We make our own bread. We get the flour and yeast from the grocer. It is not good

to buy more yeast than we need for one mixing, because it spoils easily. We buy fresh yeast just when we need it.

We could order things from the grocer and have them delivered, but we always like to go to the store and see what we buy. That saves much trouble.

Where do you buy your groceries? Do you buy your groceries with cash? Do you always have the cash? Do you buy things on time? How often do you pay your grocery bill? Is your grocer a good man? Does he sell things very high? Could you beat his prices if you had the cash? What do you drink for breakfast? Is it wise to drink tea and coffee? What would be better to drink? What do you put in your tea and coffee to make them sweet? What other things does your grocer sell? Do you like macaroni? How do you like it best, with cheese or with tomatoes? Do you use any breakfast foods? What breakfast foods do you like best? Do you buy your bread? Can you make bread without yeast? Do you buy very much yeast at one time? Do you give your grocer an order and have him deliver your groceries?

much	more	most
good	better	best
bad	worse	worst
little	less	least
dirty	dirtier	dirtiest
pretty	prettier	prettiest
early	earlier	earliest
fast	faster	fastest

Do the same with the following:

long	nice	high	hot
short	stiff	cheap	great
late	fresh	small	raw
dark	big	poor	green
I think	I thought	I handle	I handled
I order	I ordered	I start	I started
I beat	I beat	I pay	I paid
I deliver	I delivered	I mix	I mixed

LESSON 21.

FRUITS.

dealer	apricot	raspberry	canned
article	cherry	blackberry	ripe
luxury	lemon	blueberry	wholesome
jar	lemonade	gooseberry	cold
cream	orange	cranberry	tropical
fruit	banana	currants	over
apple	nut	jelly	during
pear	grapes	preserve	prefer
plum	berry	useful	import
peach	strawberry	evaporated	grow

Fruit is not a luxury. Ripe fruit is a very wholesome article of food. We buy fruit from the fruit dealer.

Apples, pears, plums, peaches, apricots, cherries and grapes grow in the greater part of this country. We eat them raw or make of them different kinds of fruit butter, jellies and preserves to be used in the winter. Berries are called small fruits. There are many kinds of berries—strawberries, raspberries, blackberries, blueberries, gooseberries, cranberries and currants. They can be used raw with sugar and cream, but people prefer to bake them into pies. The housekeepers make good jellies and preserves of them, and put them up in glass jars for winter use. Nuts also are very good and useful for food. Lemons and oranges grow in California, Arizona, Florida and Louisiana. Who has not eaten oranges, and has not enjoyed a cold drink of lemonade in the hot summer days? We all know well, how good the bananas are. Some bananas grow in this country, but most of the bananas we buy are imported from Cuba, Mexico and other tropical countries. I like to buy evaporated fruit; it is cheaper than fresh fruit and makes very good sauce. You can buy from your grocer evaporated apples, pears, peaches, apricots and prunes. Your grocer sells also all kinds of canned fruit.

It is better to spend your money for fruit and other good things to eat, than to pay doctor bills.

Where can you buy fruit? What kind of fruit grows in the greater part of this country? How do you eat fruit? What is called small fruit? How many kinds of berries have you seen? How are berries used? Have you eaten blueberry pie? Have you eaten cranberry jelly? Are nuts useful for food? Have you drunk lemonade? Do you like oranges? Are bananas good to eat? Have you used evaporated fruit? Do you like canned fruit?

I prefer	I preferred
I import	I imported
I grow	I grew

LESSON 22.

BUILDING THE FIRE.

ball	pan	enough	touched
hatchet	chunk	too	added
boards	pile	burning	laid
kindling	top	chopped	struck
match	while	filled	shook
fire	few	carried	build
ashes	full	squeezed	prepare

This morning I was up at five o'clock. I went to the coal shed, took a few small boards and chopped them up with my hatchet into kindling wood. I put the hatchet in its place, filled up the coal hod with coal, and then I carried the kindling and the coal into the kitchen.

The fire box of the stove was nearly full of ashes. I shook the ashes down into the ash-pan, carried them out and dumped them on the ash pile in the back yard. Returning to the kitchen I took a few pieces of paper, squeezed them into a ball and laid it in the fire box. Then I struck a match and touched it to the paper. The paper began burning. I put the smaller pieces of kindling over the burning paper and then the larger ones. When the kindling was burning well enough I put several chunks of coal on top of it. After a while I added more coal, and had a good fire.

I filled up the tea kettle with water, set it on the stove, and called my wife to prepare breakfast.

What time did you rise this morning? What did you get in the coal shed? Can you build a coal fire? What do you put in the fire box first? Then what? Can you build a fire by putting coal on top of the paper? What do you do when there are too many ashes in the fire box? Where do you dump the ashes? Who builds the fire in the morning, you or your wife?

very much
too much

very hot
too hot

very cold
too cold

I shake	I shook	I burn	I burned
I strike	I struck	I carry	I carried
I chop	I chopped	I squeeze	I squeezed
I fill	I filled	I touch	I touched
I build	I built	I lay	I laid
I add	I added	I prepare	I prepared

LESSON 23.

COOKING A MEAL.

meal	grease	brown	as soon as
lunch	loaf	fine	thus far
dinner	cloth	free	consists
supper	closet	warming	stir
batter	pail	near	pour
pancake	bottle	so	begin
griddle	success	ready	sit
ladle	plan	already	raise

My wife had planned to give us for our breakfast this morning coffee, pancakes and fried pork.

Last night she mixed her bread, so that it would raise during the night and be ready to bake in the morning. She also stirred up the batter for the pancakes.

As soon as she was ready she came into the kitchen. First she put the coffee into the coffee pot, poured cold water over it, and set it over one of the stove holes to boil.

Then she fried the pork, put it into a dish and set it in the warming closet of the stove. With the grease from the pork she greased the pancake griddle, which was already on the stove, and began to pour the batter on it with a soup ladle. The griddle was just right. The pancakes baked nicely brown. We all sat at the table and enjoyed our morning meal.

While my wife was preparing breakfast my daughter mixed up the bread, which had raised well. She made it into loaves, which she put into the greased bread pans, and covered the loaves with the bread cloth near the stove till they raised again. Then she put the bread in the hot oven to bake. We find it a good plan to mix the bread in the evening, because it is ready to bake in the morning, then my wife and daughter are free to do their other work. Thus far we have had success with our baking. Our bread is very fine.

I cannot come home for dinner. My wife puts up a lunch for me in my dinner pail. My lunch consists of a few slices of buttered bread, one or two pieces of fried pork, some kind of fruit and a bottle of coffee. I must drink my coffee cold.

Supper is our best meal.

What did you have for breakfast this morning? How do you make coffee? In what do you fry pork? Can your wife make good pancakes? Do you like to eat pancakes? Do you put sugar and cream in your coffee? What did your daughter do while your wife was preparing breakfast? When does your wife start her bread? Do you go home for dinner? What do you have for lunch? How many meals a day do you have? Which meal do you like best?

boy	boys	girl	girls
loaf	loaves	calf	calves
berry	berries	cherry	cherries
potato	potatoes	tomato	tomatoes
dish	dishes	match	matches

I am planning
I have planned
I had planned

I am stirring
I have stirred
I had stirred

Try the same with the following verbs :

pour	poured	pouring	poured
begin	began	beginning	begun
sit	sat	sitting	sat
raise	raised	raising	raised

(Show the students how to form the present and past participles. After this lesson only the present and past indicative of the verbs will be given).

LESSON 24.

SETTING THE TABLE.

table cloth	pitcher	glass	young
sugar bowl	holder	gravy	mashed
pepper shaker	plate	person	whole
salt cellar	cup	anybody	especially
tooth picks	saucer	church	wipe

Mary today is Sunday. I have prepared a good dinner for your papa. Set the table, so we can have dinner as soon as he comes from church.

Cover the table with the new table cloth. Put a plate, a knife, a fork, a cup and saucer and a water glass for each of us. Cut the bread into slices, put it on the bread plate, and set it on the table. See if there is any sugar in the sugar bowl. Wipe the salt cellar and the pepper shaker. Clean the tooth pick holder, and put some tooth picks in it. Put the teaspoons in the spoonholder. Place the plate with butter on the table. Pour some cream into the cream pitcher. Brother and sister will not drink coffee, so fill up the milk pitcher with milk, and set it on the table.

Mamma, what will we have for dinner? We will have fried chicken, mashed potatoes with gravy, lemon pie, and we will open a jar of preserved cherries. Papa and myself

will drink coffee, but you children will drink milk. Coffee is not good for young persons.

What is today? Are you going to have a good dinner? Who prepared the dinner? Where is your father? Do you like to go to church? What do you do with the table cloth? What things do you set on the table for each person? For what do you use the plate? What do you do with the table knife? What do you do with the spoon? For what do you use the cup? What do you do with the saucer? Do you put a whole loaf of bread on the table? In what do you keep the sugar on the table? In what do you keep the salt and pepper? What do you do with the tooth picks? With what do you stir the sugar in your coffee? In what do you keep the spoons on the table? Do you use butter? For what is cream used? Which do you like best, milk or coffee? Is coffee good for young persons? What will you have for dinner? Do you know how to make good gravy? What kind of pie do you like best?

LESSON 25.

TABLE MANNERS.

God	noise	loudly	say
manners	ourselves	should	reach
culture	left	cough	receive
lady	polite	listen	forget
gentleman	impolite	fly	teach
somebody	at least	leave	pass
company	at all	excuse	blush
sir	together	wish	surround
ma'am	carefully	watch	practice
side	slowly		serve
particle	violently		

We try to have at least one meal a day together, so we can teach our children some table manners. It is a good thing to teach the children to act like ladies and gentlemen all the time, so that they will not make you blush, when you have company.

When the table is set we surround it and stand back of our chairs. We wait till the ladies are seated and then we seat ourselves. Before we begin our meal I return thanks to God, the giver of all. We pass our plates to my wife who serves the food. I hold the fork in my left hand and cut the meat with the right hand. My coffee is on the right side of my plate. If I need something and it is not before me, I ask for it to be passed. It is not polite to reach over and try to get things that are far from you. If you wish some more bread, turn to the person nearest the bread and say: "Will you, please, pass me the bread?" When you receive the thing you ask for do not forget to say: "Thank you, sir," or if addressing a lady, "Thank you, ma'am."

When you eat do not make a noise. Eat slowly and chew your food well. It is not bad manners to talk at meals, but do not talk very loudly or laugh violently. It is very impolite to do so. Let the children listen. If they talk at all, it must be very little. If you must cough, put your hand before your mouth. Do not allow particles of food to fly out of your mouth when you talk.

If you must leave the table before the meal is over, ask the lady of the house to excuse you.

When at table with people of culture, watch carefully what they do, and practice at home the good things you learn.

Do you return thanks at the beginning of each meal? Who dishes out the food at your house? How would you ask, if you wish more meat? What would you say when you receive it? In which hand do you hold the fork? Is it good manners to talk loudly? Is it polite to laugh violently? What would you do, if you must cough while at table? Is it polite to get up from the table and walk off without asking the lady of the house to excuse you? Is it good manners for children to do most of the talking at table? How can we learn good table manners?

cough	coughed	leave	left
listen	listened	excuse	excused

watch	watched	say	said
reach	reached	receive	received
teach	taught	pass	passed
blush	blushed	surround	surrounded
practice	practiced	serve	served
fly	flew	flown	
forget	forgot	forgotten	

polite impolite

Practice at home	I practice at home
Have some bread	I have some bread
Watch other people	I watch other people

LESSON 26.

DISH WASHING.

dish-pan	easy	let	cleared
dish-rag	greasy	rub	stick
soap	soon	dip	giggle
towel	away	rinsed	dry
neighbor	why		
pleasant	besides		

I have cleared the table. The dirty dishes are piled up by the sink. I pour hot water into the dish-pan, and then take the cleaner dishes and put them in the hot water. I leave the greasy dishes to be washed after the cleaner ones are all washed and out of the water. If I put the greasy dishes in first, the water becomes greasy, and the grease sticks to the cleaner dishes. I take the dish-rag, dip it in the water and rub some soap on it. Then I take the dishes out of the hot water one by one and wash them carefully. Do not giggle and look around when you wash dishes. Every dish I wash with the dish-rag I put into another pan with clean, hot water to be rinsed out. My brother gets the dishes out of the clean, hot water, dries them with the dish-towel and puts them away in the pantry.

It is easier to wash dishes fresh from the table than if they have been standing dirty for hours. Besides it is not

pleasant to have some neighbor come in and see the dirty dishes.

Do you like to cook? Do you like to set the table? Do you like to have company? Do you like a big dinner? Do you like to wash dishes? In what do you wash the dishes? What dishes do you wash first? Why do you do so? Who helps you with the dishes? What does your brother do? Do you wash your dishes soon after the meal, or do you let them stand for hours? Is it best to let the dishes stand dirty for several hours? Do dishes wash more easily if you leave them standing dirty? Does a good housekeeper let her dishes stand dirty by the sink all day?

rub	rubbed	dip	dipped
rinse	rinsed	clear	cleared
stick	stuck	pile	piled
dry	dried		

LESSON 27.

MEN'S CLOTHING.

clothes	garters	jewel	wet
pants	shoes	ring	heavy
suspenders	rubbers	initial	respectable
belt	collar	weather	attached
shirt	button	umbrella	ashamed
vest	necktie	overalls	pressed
coat	tie-pin	pair	modestly
hat	tie-clasp	newspaper	respect
cap	cuffs	factory	wrap
underwear	bosom	tobacco	dress
undershirt	sleeve-holders	silk	change
drawers	watch	soft	
socks	chain	goldfilled	

On work days I dress very modestly. Besides my underwear I put on a blue work shirt with attached collar and cuffs, a ten-cent necktie, an old pair of pants, an old coat, a cap, a pair of cheap socks and heavy work shoes. I wrap up my overalls in a newspaper, and as soon as I reach

the factory I take off my coat, put on the overalls and begin work. People in America do not care how modestly you dress when at work.

We are poor, but I like to dress well on Sunday and look respectable. I do not spend my money for beer and tobacco. I drink water, and thus save money to have better Sunday clothes for my wife, myself and the children. Every Sunday morning I change my undershirt and drawers, put on a pair of good socks, a nice stiff-bosomed or soft-bosomed shirt, a clean white collar, a silk necktie in which I stick a goldfilled pin. I use a goldfilled front and back button for my collar and goldfilled cuff buttons with my initial on them, also a goldfilled tie-clasp. My pants, vest and coat are always clean and pressed. I keep my Sunday hat in a box. In the winter I use suspenders to hold up my pants, but in the summer I prefer a belt. The garters keep up my socks, and for my sleeves I use sleeve holders. I have a gold watch chain, left by my father, and I bought me a good seventeen-jewel American watch. I think the American watches are much better than those made in Europe. I have had my gold ring for over twenty years.

I have a pair of good Sunday shoes. In wet weather I use rubbers and an umbrella.

It pays to dress well. People will have more respect for you, if you are carefully and cleanly dressed. You must dress so that your American friends will not be ashamed of you.

Do you go to work in your best clothes? Do you use overalls at work? How do you dress on Sunday? How often do you change your underwear? What kind of shirts do you use? Do you use white collars? What kind of buttons do you use? What do you do with the tie-pin? Do you use a tie-clasp? How do you keep your pants, vest and coat? Do you use a cap or a hat on Sunday? Which do you like better, suspenders or belt? Have you used garters? Do you use sleeve holders? Do you have a watch? Do you have a watch chain? Have you a ring? What is

an initial? Why should a man dress well? Can you afford to dress well? Which is cheaper, beer or clothes?

this	these	that	those
respectable	respectably	modest	modestly
cheap	cheaply	soft	softly
respect	respected	wrap	wrapped
dress	dressed	change	changed

LESSON 28.

LADIES' CLOTHING.

garments	apron	comb	safety
skirt	ribbon	barrette	particular
underskirt	lace	family	fashionable
waist	calico	fashion	herself
stockings	wool	color	themselves
hose sup-	cotton	position	practically
porters	yarn	hair	extravagantly
corset	jewelry	dirt	fix
overshoes	ear-rings	dust	wear
oxfords	necklace	device	adorn
pumps	beads	costly	protect
sandals	locket	common	procure
slippers	bracelet	low	

In the old country my wife procured the wool or the cotton yarn and made all the underwear and outer garments for herself and the family; in America we buy all our clothes.

Back at our old home, a few women used corsets, but in this country, not to be out of fashion, our young women and girls wear corsets, corset covers and, practically, all that American women wear. There are underskirts of white, black and other colors. My wife is not very fashionable and wears long sleeved and high necked dresses and waists. In the summer she wears white waists. She is not very particular about the color of her skirts. Ladies wear stockings, which are kept in position by hose supporters. In the winter they use high top shoes and rubbers or over-

shoes. The summer foot-wear for ladies consists of oxfords, pumps and sandals.

Ladies like to adorn themselves with all kinds of ribbons, laces and jewelry. They use rings, ear-rings, necklaces, beads, lockets, watches and bracelets.

Ladies' clothes are so made that they must use many common pins, safety pins, beauty pins and other devices instead of buttons.

In the house ladies use calico dresses, or dresses made of cheaper material than those they use on the street. They also put on a long apron to protect their clothes from dirt and dust. Instead of shoes they wear light slippers.

It takes a long time for a lady to dress for the street. She must comb her hair, put it up, and fix it in place by hair pins, side and back combs. Some ladies use barrettes. Ladies wear very expensive hats and hat pins.

It is right that women should dress well, but not extravagantly. We should never wear clothes that we cannot afford.

Do the women in America use home made clothes? Do the women in the old country use corsets? Why do the old country young women use corsets in America? What undergarments do the ladies wear? What waists does your sister like best, short sleeved or long sleeved, low necked or high necked? What do the ladies wear, socks or stockings? What kind of shoes do they wear in the winter? What kind of shoes do they wear in the summer? What jewelry do the ladies use? Do they use their best clothes in the house? What do they use to protect their clothes from the dirt and dust? What kind of shoes do they wear in the house? What do the ladies use to keep up their hair? Have you seen a barrette? Are ladies' hats very cheap? Should the wife of a poor man dress in expensive clothes?

safe	safety
cost	costly
fashion	fashionable

dirt	dirty
practical	practically

fix	fixed	adorn	adorned
protect	protected	comb	combed
wear	wore	worn	
I	me	my	myself
you	you	your	yourself
he	him	his	himself
she	her	her	herself
it	it	its	itself
we	us	our	ourselves
you	you	your	yourselves
they	them	their	themselves

LESSON 29.

A FEW TOOLS.

household	saw	screws	of course
needle	square	condition	shave
thimble	plane	assorted	mark
scissors	brace	simple	drive
spool	bits	necessary	bore
thread	screw driver	smooth	pull
tools	lumber	exactly	
claw hammer	nails	otherwise	

As the lady of the house needs a needle, a thimble, a pair of scissors and a spool or two of thread to do the necessary repairs on the clothing of her household, so the husband needs a few tools to fix up things around the house. He must have a saw to cut boards, a plane to shave the boards and make them smooth, a square to mark exactly where he wishes to cut a piece of board or lumber, a brace and bits to bore with, a claw hammer to drive in or pull out nails, and also a box of assorted nails and screws, and if he uses screws, of course, he will need a screw driver.

With these simple tools a man can keep his house and

furniture in good condition, and save many dollars, that would otherwise go for repairs.

What things does a lady need to repair the clothes of her household? What does the lady do with the needle? Of what use is the thimble? What does the lady do with the scissors? Have you seen a spool of thread? What tools does the man use? What does he do with the saw? Why does the man need a plane? Have you seen a square? Have you ever used a brace and bit? What are the bits? Have you a claw hammer? What do you do with it? Have you a box of assorted nails and screws? What do you do with the screw driver? Why should a man have some tools?

bore	bored	mark	marked
shave	shaved	pull	pulled
drive	drove	driven	

LESSON 30.

SALES.

goods	nothing	pinned	told
suit	auction	cancelled	understand
overcoat	majority	noticed	fooled
bargain	real	explain	walking
fake	reliable	remember	etc.
fact	below		

Walking up Main Street I noticed that many of the stores had big signs "ANNUAL SALE." The goods in the windows were marked down. There were men's suits, which had cards pinned on them. Some of these cards had on top \$20 cancelled out and below it written \$12. Others had \$25 cancelled out, and marked down \$17.50. Overcoats were marked down from \$20 to \$12, etc. There were also many other things marked in the same way.

I asked an American friend to explain this to me. He told me that sometimes there are real bargains at these sales, but the majority of them are fakes. Sometimes you

pay \$12 for a suit of clothes thinking it is worth \$20 and in fact you have bought a suit not worth more than \$10. If you really know goods and prices, try these sales; but if not, keep away from them. Remember that you cannot get something for nothing. It is always better to go to a reliable store, pick out what you want, and pay its real price.

Do not be fooled by the cards. Marking a thing \$20 does not make it worth that much. You must look at the goods and not at the figures on the cards.

Keep away from auction sales. No matter what you buy there, you always lose.

Do the stores in your town have sales? Do you really think that you can buy things cheaper at the sales? What do you think about the way the goods are marked down? Are there any real bargains at the sales? Can you get something for nothing? What is the safest way to buy goods? What must we look at, when we buy goods? What about auction sales?

pin	pinned	cancel	cancelled
notice	noticed	explain	explained
remember	remembered	tell	told
understand	understood	fool	fooled
walk	walked		

LESSON 31.

THE FIVE AND TEN-CENT STORE.

lamp	globe	poker	pure
kerosene	tin	hanger	else
oil	lasts	polish	surprised
wick	leather	tooth	name
mantle	candy	brush	
chimney	sweets	variety	

In some cities there are five and ten-cent stores. In these stores you can find many useful things. The house-keeper can find frying pans, dishes, kettles, tin covers for the kettles, water pails, dust pans, poker, etc. If you

burn gas you can find mantles and globes for your gas lights; or if you use kerosene oil lamps, you can buy there your lamp chimneys and wicks. The boys and girls will find pure candy and other sweets. The men can find sole leather, shoe nails, lasts, hangers for their clothes, combs, hair brushes, tooth brushes, shoe polish and other necessary things, that they would not know where else to buy.

If you go into one of these stores and walk around you will be surprised at the variety of useful things you can buy there.

Do you have a five and ten-cent store in your town? Did you have such stores in your country? What can a woman buy at the five and ten-cent store? What can the boys and girls buy? What can men buy in such a store? Can you name all the things in a ten-cent store? Can you buy a suit of clothes in the ten-cent store? Why not?

surprise surprised name named

LESSON 32.

THE SUNDAY SCHOOL.

session	hymn	brief	lock
study	remarks	equal	gather
class	prayer	immediately	take
collection	auditorium	attend	rise
review	stranger	inspire	stand
superintendent	rich	give	close
signal	fervent	edify	

It is Sunday morning. We rise a little later than on other days. We had our breakfast, cleaned up, dressed in our Sunday clothes, locked up the house, and all of us went to church.

From a quarter of ten to eleven o'clock we attended the Sunday school. Each went to his or her class. We enjoyed the singing and the study of God's word. At the end of the lesson each class took up a collection. At a given signal the whole Sunday school gathered in the big church

auditorium. The superintendent took up the review of the lesson. Again we sang some inspiring hymns, and the superintendent made some brief edifying remarks on the lesson, and closed the session with a fervent prayer.

The people stood up, walked around and shook hands with their friends. They also welcomed the strangers. It is all so different from what we had in the old country. Rich and poor talked together. All were equal in the house of God.

Do you rise on Sunday just as early as you do on week days? What do you do after breakfast? At what time is the Sunday school in session? Do all the people sit in one class? What do you do in the Sunday school? Do you like to sing hymns? Do you like to study the word of God? What did each class do at the end of the lesson? Where do they have the review of the lesson? What does the suprintendent do? Do the people go home immediately after the prayer? What do they do? Do they speak to the strangers? Do you do so in the old country? Do the rich people there shake hands and speak to the poor? This is a great country, is it not?

attend	attended	inspire	inspired
edify	edified	lock	locked
gather	gathered	stand	stood
close	closed		
	give	gave	given
	rise	rose	risen

LESSON 33.

THE SUNDAY MORNING SERVICE.

service	doxology	heaven	distributed
minister	passage	important	preached
congregation	sermon	proper	offered
new-comer	benediction	beautiful	read
usher	closing	eternal	die
seat	life	coming	worship

calendar	faith	accustomed	feel
pipe organ	love	beautifully	shown
choir	salvation	spiritually	

A few minutes after the closing of the Sunday school lesson, the big pipe organ began to play some very fine music. The people seated themselves in their accustomed seats. The new-comers were shown to a seat by the ushers, who distributed also the church calendars, containing the order of the morning and the evening services, and some important church notices for the coming week. The service proper began with the "doxology." A number of beautiful hymns were sung by the choir and the congregation, standing; prayers were offered; a collection was taken; the minister read passages from the Word of God and preached a sermon on "the Love of God." He told us, that God's love was so great, that He gave His only son to die for our sins, that through faith in Him we may have eternal life. Then he closed with a prayer and the benediction. When the people stood up to go, the organ was playing so beautifully, that we felt the place was like heaven—a real House of God.

We like to go to the American churches. There we hear the best English spoken, worship God spiritually, learn the way of salvation, and become acquainted with the best American people.

When did the organ start playing? What did the people do? What were the ushers doing? What does the church calendar contain? When did the service proper begin? Was the doxology the only thing they sang? Who were singing? Were there any prayers offered? Who prayed? Did the minister read from the Word of God? About what did he preach? How did he close the service? Did they take up a collection? Did you put anything in the collection? Do you like to go to the American churches? Why?

beautiful	beautifully	spiritual	spiritually
eternal	eternally	faithful	faithfully
distribute	distributed	preach	preached
offer	offered	read	read
die	died	worship	worshipped
feel	felt		
	show	showed	shown
	come	came	come

LESSON 34.

WASH DAY.

boiler	blouse	folding	soak
machine	line	special	wrung
bench	wind	about	hang
wringer	flat-iron	boiling	heats
tub	attention	starching	blow
batch	another	satisfied	

My wife prefers to wash on Monday, and finish that part of her work early in the week. In the morning I fill up the boiler with water and set it on the stove. My wife is not satisfied by the work done by the washing machines. We have a folding bench wringer. There is a bench on each side for a wash tub. Into one of the tubs she puts the white things, and into the other the colored. Then she covers them with warm water, not boiling hot, to soak. After they soak for a while she rubs them with soap and rubs them on the wash-board. She pays special attention to the cuffs and collars, which are the dirtiest part of the garments. She dips the things rubbed in this way in the tub and washes them in the water, then passes them through the wringer, and puts them in a big pan.

When she gets about a boiler full of white things washed, she puts them into the boiler to be boiled for some time. While the clothes are boiling she prepares another batch of clothes to be boiled. When the white things are all done, she washes the colored things. Of course, she

washes and boils the cleanest things first and the dirtiest last.

The clothes she takes out of the boiler she rinses in cold water and then wrings them again. If she wants to blue any of the white things, she puts the bluing in the cold water. The clothes wrung out of the cold water are ready to hang on the clothes line to dry. They must be pinned on the line with clothes pins so the wind will not blow them away. Waists, blouses, underskirts and other things that need starching are starched soon after they are wrung out of the cold water.

If the weather is good and the washing is dried, my wife irons on Tuesday. She heats the flat irons on the stove.

When does your wife wash clothes? Why does she wash on Monday? Do you use a washing machine? Why not? What does your wife use in washing clothes? What is the first thing she does? What does she rub on the clothes? Does your wife use a wash-board? Which is the dirtiest part of a garment? Does she use a wringer? For what is the boiler used? Should the white and colored things be washed together? Why not? What things are washed first? What is to be done after boiling the clothes? Where do you hang the clothes to dry? What do you use to keep the clothes from blowing away from the clothes line? Does your wife iron your clothes?

iron	ironed	dip	dipped
starch	starched	boil	boiled
fold	folded	satisfy	satisfied
soak	soaked	hang	hung
dry	dried	wring	wrung
heat	heated	prefer	preferred
blow	blew	blown	

LESSON 35.

HOUSE CLEANING.

health	land	waste	scrub
disease	premises	general	enter
mat	cleanliness	sure	mop
cuspidor	godliness	whether	throw
suds	preservation	afterward	stink
sewer	purpose	thoroughly	breed
garbage	none	mean	

It is very important that we should wear clean clothes, but it is equally important that our houses be kept clean also. This has much to do with the preservation of our health.

My wife has two general house cleanings a year—one in the spring and one in the fall. After the house is thoroughly cleaned and the floors scrubbed, it is easier to keep it clean. The kitchen we mop once a week. The rest of the house is mopped once a month. The house must be swept at least once a day. We all help to keep the house clean. Before we enter the house we wipe our feet on the door mat. As none of us smoke we have no need to spit. But whether you smoke or not be sure that you do not spit in the house. In case you must spit use the cuspidor. We do not throw waste paper on the floor. All garbage is put in a big can kept on the back porch for that purpose. All suds and unclean water goes into the sewer. If thrown into the yard they stink and breed all kinds of disease. If everyone kept his premises clean, we would have no trouble in keeping our city clean.

God gave three times as much water as dry land. I think He meant that we should use it to keep clean. Cleanliness is next to Godliness.

Is living in a clean house just as important as wearing clean clothes? How many times a year does your wife have a general house cleaning? What do you do with dirty floors? How often do you mop the kitchen floor? How

often do you mop the rest of the house? How often do you sweep the house? Should you spit in the house? What must we use, if we must spit? Where do you put the garbage? What do you do with the suds and other dirty water? Do you help to keep the house clean? Why should we keep our premises clean?

clean	unclean	necessary	unnecessary
important	unimportant	wholesome	unwholesome
mean	meant	scrub	scrubbed
enter	entered	mop	mopped
stink	stunk	breed	bred
	throw	threw	thrown

LESSON 36.

PERSONAL CLEANLINESS.

subject	strength	Lord's	believe
interest	blessing	printed	join
coolness	bath	neat	repeat
parlor	faucet	plenty	bid
Bible	gown	partake	retire
heart	matter	converse	sleep
goodness	home	kneel	report

When I come from work in the evening I take off my coat and top shirt, go to the sink, turn the faucet, and wash my hands, face, head and neck. I use plenty of water and soap. Then I dry myself on a clean towel. That makes me feel fresh. My wife is ready with the supper and we partake of our evening meal. After supper I go out on the porch, sit down on the settee and look over my papers. I have no time to look at the papers in the morning. Sometimes the whole family sit out on the porch and we converse on different subjects of common interest, and enjoy the evening coolness.

We retire at nine o'clock, but before going to bed I gather the whole family in the parlor, take down my Bible, read a short passage and then we all kneel down in prayer.

We do not use printed prayers. I pray from my heart. I thank God for His goodness to us, for the health and strength He has given us. We ask Him to keep us in safety through the night, and give us salvation with all other spiritual blessings. We pray also for our country and all our friends. Sometimes the whole family join in the Lord's Prayer. After prayers we bid each other good night and retire.

We do not sleep in the clothes we wore in the day time. We take them off and put on our night gowns. In that way we can rest better.

On week days I rise at five o'clock in the morning in order that I may be ready, have breakfast, and report for work at seven o'clock.

We believe in wearing clean clothes and living in a clean house, but we believe that for our health we must keep our bodies clean also. I take a bath at least once a week. We have no bath room in our house, but I go to some public bath. It costs only a few cents. Sometimes we warm some water and take a bath in the wash tub, after the children have gone to bed.

No matter how poor we are, if we keep ourselves clean and neat, people will have respect for us.

What do you do when you come home in the evening? Where do you wash yourself? With what do you dry yourself? How do you feel after you wash? When do you have supper? What do you do after supper? Why do you not read your papers in the morning? Does your family come out on the porch? What do you do when all of you are on the porch? What time do you go to bed? What do you do before retiring? Do you use printed prayers? How do you pray? Do you use the Lord's Prayer? What do you do after prayers? Do you sleep in the clothes you wear in the day time? What do you put on? What time do you rise in the morning? Why do you rise so early? How often do you take a bath? Have you a bath room? Where do you take a bath? Can you take a bath in the wash tub? Why should we bathe?

good	goodness	cool	coolness
godly	godliness	cleanly	cleanliness
print	printed	converse	conversed
report	reported	believe	believed
retire	retired	join	joined
kneel	knelt	sleep	slept
repeat	repeated	dry	dried
partake	partook	partaken	
bid	bade	bidden	

LESSON 37.

THE POST OFFICE.

desk	mail-carrier	corner	today
pen-holder	photograph	pocket	regularly
pen-points	parcel	grade	unreasonably
ink	merchandise	delivery	sealed
tablet	weight	registry	provided
package	distance	ruled	required
envelopes	rate	linen	depend
stamp	receipt	permanent	sent
letter	farmer	bulky	carry
mail	world	rural	register
mail-collector	route	above	drop

Yesterday I went to the book store and bought a ten cent bottle of ink, a five cent pen holder, a nickel's worth of pen points, a ten cent tablet of ruled linen paper, and a ten cent package of envelopes. You can buy stamped envelopes at the post office. They are a very good grade, and you pay only a little above the cost of the stamps. You can get also stamped newspaper wrappers, and little books of stamps to carry in the vest pocket or to keep on your desk.

Today I wrote a letter to my brother. He is greatly interested in America, so I wrote and told him that this is a great country. When my letter was done I folded it up, put it in an envelope, sealed it, addressed it, put my return

address in the left upper corner of the envelope and a five cent stamp in the right upper corner. It costs five cents to send a letter to the old country. For places in this country only a two cent stamp is necessary. I did not have time to go to the post office to mail my letter, so I dropped it into the mail box on the street corner. The mail collector passes several times a day and gets the mail from these boxes and carries it to the post office.

We are not required to go to the post office to get our mail. The letter carrier brings it to us at the house. People that have no permanent address have their letters sent "General Delivery." In such cases they must go to the post office and ask for their mail at the general delivery window, or they can rent a post office box for very little money.

It is better to register valuable letters. You go to the stamp window and ask for a registry stamp. It costs ten cents. Do not forget to put the two cent stamp also on the envelope. Then go to the registry window. The clerk there will receive your letter and give you a receipt. If you wish to be sure that your letter was received by the person addressed, you can ask for a return receipt. It does not cost you anything.

Newspapers, books, photographs and some other things can be sent cheaper. Now there is a parcel post. You can send by mail any kind of merchandise or produce, provided your package is not over fifty pounds, within 150 miles, or twenty pounds beyond that distance, and unreasonably long or very bulky. For large packages the rate depends on the weight and distance.

Out in the country they have free rural delivery. The mail carrier goes regularly on his route. Every farmer has a mail box. He puts in it the letters he wishes to send. The mail carrier takes the letters, and leaves in it the mail addressed to the farmer.

The United States has the best mail service in the world.

What things are necessary to write a letter? Where

do you buy these things? Where do you buy stamps and stamped envelopes? When your letter is ready, where do you put the stamp? Where do you write the return address? How much does it cost to send a letter anywhere in the U. S.? How much does it cost to send a letter to Europe? What do you do with valuable letters? How do you register a letter? How much does it cost? What does it cost to get a return receipt? Must you go to the post office to mail a letter? Do you go to the post office to get your letters? What is general delivery? Can you rent a post office box? Who is a letter carrier? Who is a mail collector? Who is a mail carrier? What is rural free delivery? What things can you send by parcel post? What do you think about the U. S. mail service?

mail	mailed	seal	sealed
provide	provided	require	required
depend	depended	send	sent
carry	carried	register	registered
drop	dropped	collect	collected

LESSON 38.

THE POST OFFICE SAVINGS AND MONEY ORDER DEPARTMENT.

department	length	tracer	never
savings	charge	domestic	deposited
interest	exchange	foreign	lost
limit	agency	civilized	refund
government	clerk	responsible	enclose
bank	blank	less	

The post offices in the larger cities have a savings department. The interest is less than at the banks, but it is the safest place on earth to keep money. The United States government is responsible for the money deposited at the post office. You cannot put in more than one hundred dollars a month, and the limit of your deposits is five hundred dollars.

You can send money anywhere in the civilized world by a post office money order. The charges are very reasonable, besides it is the safest way to send money. Be very careful of the foreign exchange agencies. Their charges are high at times, and they are not very safe. When you want to send money, go to the post office and ask for a money order application blank at the money order window. Be sure to tell the clerk whether you want a blank for domestic or foreign money order. The domestic money order consists of two papers—the larger one you inclose in your letter and send it to the person who is to receive the money, the smaller is a receipt for you to keep. When you send money to the old country you get only a receipt to keep. The post office takes care of the rest. If after a reasonable length of time your money is not received by the person to whom you sent it, go to the post office, show your receipt to the clerk at the money order window, tell the clerk that your money order was not received, and he will start a tracer after the lost money order. If it is really lost, the post office will refund your money, or will give you another money order. You may wait for some time, but your money will never be lost.

Does the post office in your city have a savings department? Is your post office a safe place to deposit money? Why? How much money can you deposit each month? What is the largest amount of money you can deposit in the post office? Can you send money to the old country by a post office money order? Are the little agencies run by foreigners just as safe as the U. S. post office? Where do you get a post office money order? How do you get it? What do you do if your money is not received by the person to whom you sent it? Is there any danger of losing your money by sending it through the U. S. post office?

lose	lost	deposit	deposited
refund	refunded	enclose	enclosed

(Procure application blanks for Domestic and International Money Orders, and show the students how to fill them out.)

Denver, Colo., March 16, 1915.

Post Master,

Kansas City, Kansas.

Dear Sir:

Please forward all letters coming to address: Joseph Novak, 215 Ohio Ave., Kansas City, Kansas, to my new address, 1265 Washington Ave., Denver, Colo.

Yours truly,

Joseph Novak.

LESSON 39.

THE BANK.

foreigner	note	checking	rob
countryman	slip	far	sign
landlady	check	whenever	fail
boarder	draft	quite	happen
trunk	per cent	even	bear
business	per annum	stolen	been
president	maturity	recommended	guaranteed
cashier	expenses	pretend	kill
pass-book	state	entrust	conduct

Many foreigners keep their savings on their persons, in their trunk, with the landlady or with some countryman who happens to conduct a little business. This is a bad practice. Quite a number of people lose their money by being held-up or robbed. Some have been even killed on account of their money. Landladies have often run away with the savings of their boarders, or have pretended that the money was stolen. Business men have often failed and have lost the money entrusted to them. At the best your savings do not bring you any interest. It is a poor plan to send your money to some bank in the old country.

There are many banks in America. Most of them are far safer than any old country bank. In a great many American banks the deposits of the people are guaranteed by the state. Ask your night school teacher and he will recommend you to some good bank. If you have a larger

sum of money you can leave it in the bank for six months or a year. The bank will give you a deposit slip, signed by the cashier or the president of the bank. You will get three per cent interest per annum. If you need your money before the maturity of your note, you can get it by giving up the interest only. You can start a savings account with as little as one dollar, and then put in any amount of money that you may save every week. A savings account bears three per cent interest. The banker will give you a pass book, with the first deposit, then every time you put in money he will enter the amount in your pass book. Before you turn away from the window see that the amount is equal to the money deposited. Or you can start a checking account. In such a case you deposit the money you may need for your current expenses, the banker gives you a pass book and a check book. Whenever you want to pay a man, instead of cash, you can write him a check. This is a very good way to do business. Checking accounts bear no interest.

If you want to send money to some place in this country or in Europe you can get a bank draft. Send it to your friends and they will have no trouble in cashing it.

It is not what you make, but what you save that counts.

Where do some people keep their savings? Is that a good plan? Where should one keep his money? What is a time deposit? What is a savings account? How much money does a man need to start a savings account? How much interest do the best banks pay on time deposits and savings accounts? What is a checking account? Do you get any interest on a checking account? Do you know how to write a check? Do you know how to cash a check or draft? Can you send money to the old country through the banks? Can you take out your money from the bank when you want it?

recommend	recommended	kill	killed
guarantee	guaranteed	pretend	pretended
entrust	entrusted	rob	robbed

sign	signed	fail	failed
happen	happened	conduct	conducted
steal	stole	stolen	
bear	bore	borne	

Kansas City, Mo.

19

No.

THE NATIONAL BANK

Pay to

or order, \$

DOLLARS

PROMISSORY NOTES.

\$300.

Kansas City, Kansas, Jan. 26, 1915.

One year after date, I promise to pay John Pavlovsky, or order, the sum of three hundred dollars, with interest at 7% from date. Value received.

Mike Novosel.

\$1000.

Kansas City, Kansas, Feb. 5, 1915.

One year after date we, or either of us, promise to pay Peter Popoff, or order, one thousand dollars with interest at 6% from date. Value received.

Petko Stoyanoff
 Niko Dimoff.

\$750.

Kansas City, Kansas, May 13, 1915.

For value received I promise to pay Henry C. Christoff, or order, on demand, seven hundred and fifty dollars, with interest.

George Smith.

THE TELEPHONE.

drug store	central	whose	finish
station	slot	available	suit
telephone	end	good-bye	find
phone	West	hello	draw
receiver	duty	nor	answer

In America time is money. Do not waste your own time, nor that of others. If you have some business with somebody, finish your business and go. When you want to call on a doctor, a lawyer, a business man or anybody else you must telephone and find out if they have any time to see you and when. It will be wasting time to go and find out that they are not in the office.

Do you know how to telephone? Let me telephone to Mr. Pavlovsky, whose number is West 324. I go to the phone, take off the receiver and put it to my ear. Then I draw the mouth piece close to my mouth.

I hear central say: "Number."

I answer: "West, three two four, please."

I hear her ring up my friend. I can hear him take off his receiver. He says, "Hello."

I say: "Hello, is this Mr. Pavlovsky?"

He answers: "Yes, who is this talking, please."

I tell him: "This is Christoff."

He says: "Yes, Mr. Christoff."

Then I say: "Mr. Pavlovsky, I would like to come to your office and have a talk with you. When will you have time to see me?"

I hear him say: "Will half past three suit you?"

I say: "That will suit me, thank you, good-bye."

I hear him say: "Good-bye."

Then I hang up the receiver. Always hang the receiver on the hook. Do not set it on the telephone stand. If you do not have a phone at home, you can go to a drug store or to the grocery store where you trade and use their phone. If such are not available you can use a pay phone.

It will cost you only five cents to talk with anybody in town. You should not drop your nickel in the slot of the little box on the phone, marked “nickels,” till you are sure the right person is at the other end.

Is time worth anything? Should we waste our time? What is our duty as to other people’s time? If you want to call on a doctor, a lawyer or some other person, what is the best thing to do before you go to see them? Have you seen a telephone? Do you know how to telephone? Let us see if you can do it? John will sit at that table and be the central. Peter at the other end of the room will be the friend to whom you wish to talk. When you are done telephoning, what do you do with the receiver? Why? How do you telephone at a pay station? Try it again with John as central and Peter as a doctor you want to call to see your sick friend. Now let Peter call you up.

finish	finished	suit	suited
find	found	answer	answered
	draw	drew	drawn

LESSON 41.

THE TELEGRAPH.

telegraph	messenger	means	across
telegram	message	example	freely
ocean	signature	instance	quickly
cablegraph	merchant	usual	obscuring
cablegram	property	additional	communicate
operator	thought	according	belong

The telegraph is a good means of communicating quickly with friends who live at a great distance. Even with the fast mail service of today a letter would be too slow for many purposes. For instance, a man is very sick in Kansas City. He has a brother in New York, a sister in San Francisco, and a son in Jacksonville. He wants to see them before he dies. A letter will be too slow to reach them in time. His wife could get them by telephone, but

the usual way is to send each of them a telegram. Business men use the telegraph freely to find out the prices of goods and other things of interest to a merchant.

The person who sends the messages by telegraph is called a telegraph operator. When you want to send a telegram go to the nearest telegraph office and ask for a blank. Write the date, the name and address of the person addressed, then write the message, and after that your signature and address. Make your message as brief as you can, without obscuring the thought. You are to pay for ten words and then so much for every additional word. The rate differs with the distance. For example, you can telegraph from New York to Kansas City, Kansas at the rate of 60 cents for the first ten words and then 4 cents for every additional word. If you telegraph from the same city to Sitka, Alaska it will cost you \$2.50 for the first ten words, and 22 cents for each additional word.

The telegraph across the ocean is called cablegraph; and the messages, cablegrams. If you want to cable to Bulgaria it will cost you 35 cents a word, to Germany, England, Ireland, France, Belgium and Holland 25 cents a word, to Austria 32 cents, to Russia in Europe 43 cents, to Italy 31 cents, to Greece 36 cents, etc., according to distance.

In the old country the telegraph belongs to the government and you find the telegraph office and the post office in the same building, but in the United States the telegraph is the property of private companies, and you will find the telegraph office at different places. Some companies send night letters, which are cheaper than the day letter.

The boys who deliver the telegrams are called messenger boys.

Which is faster a telegram or a letter? Do business men use the telegraph? Why? Whom do we call a telegraph operator? Do you know how to write a telegram? On what does the rate depend? What is a cablegraph?

What is a cablegram? What will it cost you to cable to your country? Who owns the telegraphs in the United States? Whose are the telegraphs in the old country? Which is better? What do we call the boys that deliver the telegrams?

cross	crossed	communicate	communicated
obscure	obscured	belong	belonged

LESSON 42.

THE DOCTOR.

settlement	air	sanitary	abstain
neighborhood	question	alcoholic	breathe
dispensary	advice	temperate	worry
headache	ignorance	needy	imagine
stomachache	sort	similar	impose
bowels	in spite of	among	advertise
chills	congested	however	dwell
sweat	slight	occasionally	suffer
constipation	dreadful	perfectly	ails
habit	unscrupulous	unfortunately	locate

Man is subject to all kinds of diseases. Living in congested settlements, where many people dwell in a small house, under poor sanitary conditions, the foreigner is in greater danger of sickness than the American, who lives in a cleaner neighborhood and much better surroundings. To avoid sickness a person should live in a clean house, wear clean clothes, keep his body clean, eat wholesome food, drink pure water, abstain from alcoholic drinks, tobacco in any form, be perfectly temperate in all things and breathe plenty of fresh air. However, in spite of all these things a man will be sick occasionally.

What shall we do in case of sickness? If I had a slight cold, a little headache or stomachache I would not go to a doctor, nor sit down and worry about it and try to imagine that I had some dreadful disease. Many people have the doctor habit and run to a doctor, when they have no need of him at all. But in case you are really sick, you must go

to a good doctor. He may ask you if your head aches, if you have chills, if your bowels move regularly, if you suffer from constipation, if you cough, if you have night sweats, if you have lost weight, etc. If you cannot answer these and other similar questions, you would better take a friend who can talk English well to help you. The doctor cannot do you much good if he cannot find out what your trouble is.

As a rule doctors are a good class of people, but as is the case in any other class you will find among them some unscrupulous men. This sort of doctors look only for your money, and they will keep doctoring you as long as you have some money to give them. Unfortunately such doctors locate among the foreigners and impose on their ignorance. Never go to doctors who advertise. Good doctors never do so. Keep away from a doctor who speaks all the time about money. There are a number of foreigners who act as agents for these doctors. Do not listen to their advice. These people too want part of your money. If you live in a large city, ask for the free dispensary. Some of the very best doctors go to these dispensaries. Do not listen to those who tell you that the free doctors are no good. They are good doctors and also good men, who care not for your money, but want to see you get well. At these dispensaries you can get the purest medicine at less than cost if you are needy.

Why is the foreigner in greater danger of sickness than the American? What should a man do to avoid sickness? When shall we look for a doctor? Do you know any of the good doctors in your city? Do you know how to tell the doctor what ails you? Do you know how to answer his questions? Do you know what doctors to avoid? Do you have a free dispensary in your city?

dwell	dwelled	abstain	abstained
breathe	breathed	worry	worried
imagine	imagined	impose	imposed
advertise	advertised	suffer	suffered
ail	ailed	locate	located

THE HOSPITAL.

hospital	fever	train	thankful
charity	pneumonia	police	obedient
physician	thermometer	religion	able
surgeon	temperature	appreciation	single
specialist	pulse	typhoid	whatever
nurse	construction	dangerous	manly
patient	section	natural	entirely
ward	mine	clinical	treat

If a man has typhoid fever, pneumonia or some other dangerous disease, the best thing to do would be to take him to the hospital. If he is able to pay, it is manly and right for him to do so; but if he is not able, the city, state or charity hospital will take him in and treat him free of charge.

In the hospital you will be under the care of a good physician or surgeon, who is a specialist in his line of work. Then the nurses will see that the sanitary conditions of the room or the ward are of the very best.

If you are sick at some railroad section, natural gas pipe-line construction or some mine, where there is no hospital or a good doctor, take the train as quickly as you can and go to the nearest large city. If you have no friends there to take you to a hospital, go to the police and they will help you.

At the hospital they will ask you for your name, your country, married or single, what religion, the address of your nearest friend, etc. Then they will give you a bath, and put you in a ward, according to the nature of your sickness. As soon as you go to bed the nurse will take your temperature with a clinical thermometer, which you must keep under your tongue, and at the same time she will feel your pulse.

You must be obedient and do whatever you are told. The hospital people know what is best for you, and you must leave yourself entirely in their hands. Be very polite

to everybody and thankful for what they do for you. If you are a charity patient, do not forget the good you have received, and if you ever get any money, send some to the hospital to show your appreciation of the blessing you have received there.

What is the best thing to do if you take a dangerous disease? Are there any hospitals in your city? Are they good hospitals? Do they have good doctors? Is there a hospital kept by sisters of charity? Are there any places where the patients are taken care of by nurses? Which kind of hospital do you prefer? Why? Are the hospitals in better sanitary condition than your home? If you are taken sick away from town, when you are at some construction work, what is the best thing to do? What questions may they ask you at the hospital? Can you answer those questions? Have you seen a clinical thermometer? For what is it used? Can you feel your pulse? What is the proper thing to do when in the hospital? If a charity patient, what would be your duty to the hospital, when you become well and make some money?

LESSON 44.

THE DENTIST.

dentist	disorder	wooden	claim
toothache	treasure	miserable	neglect
crown	examination	valuable	break
filling	stuff	busy	examine
powder	advertisement	extra	drill
forceps	unpleasant	perhaps	
cavity	decayed	almost	
indigestion	false	twice	

Good teeth are a great blessing to any man or woman. If our teeth are bad, or most of them entirely gone, we cannot chew our food well. This gives extra work to the stomach; and before we know it, we are subject to indigestion or some other stomach disorder. When our stom-

ach is in a bad condition we are miserable and sick. This shows what a valuable treasure good teeth are. You cannot take too much care of your teeth. Wash them at least twice a day with a good tooth brush and some tooth powder. Do not try to break nuts with your teeth. Do not drink too cold or too hot drinks. Do not try to break a thread with your teeth.

It is a very good plan to go to a dentist several times a year and have your teeth examined. Do not wait till you have a toothache. Then it will cost you more to care for the tooth and the work will not be half so satisfactory. If at the examination of your teeth the dentist discovers some small cavities, he can fill them, and thus save you many unpleasant toothaches. When the dentist wants to fill a tooth cavity he drills the cavity till the decayed part is worked out and then puts in the filling. Sometimes people neglect their teeth so long that the dentist cannot fill them. In such cases he must make a gold crown and put it over the tooth. Many a time the tooth is past helping, and the dentist must use his forceps and pull it out. Perhaps you know how unpleasant it is to have a tooth pulled. Old or young persons, who have lost almost all their teeth, can have a set of false teeth made.

Look out for the cheap dental companies who stick advertisements under your front door. They claim to guarantee their work, but that does not mean anything. Go to a good, reliable dentist. Such dentists never advertise and are always busy. Do not try to save money in caring for your teeth.

What do we do with our teeth? What happens if our teeth are bad? Are the teeth very important for the preservation of our health? Have you a tooth brush? How often do you wash your teeth? Why do you use tooth powder? Why should you not try to break nuts with your teeth? Is it good to drink too cold or too hot drinks? Why? Is it a good plan to wait till you have the toothache and then call on the dentist? Why? Did you ever have a

tooth filled? How did the dentist do it? Have you any gold teeth? How much do they cost? Did you ever have a tooth pulled? How did you like it? Who does your dentist work? Are you sure you have a good dentist?

claim	claimed	neglect	neglected
examine	examined	drill	drilled
treat	treated	decay	decayed
	break	broke	broken

LESSON 45.

THE BARBER SHOP.

shop	shears	liquid	again
barber	clippers	fee	fasten
customer	razor	turn	trim
negro	hone	tip	apply
post	strop	dull	fan
hook	stroke	wonderful	shine
mirror	mug	sharp	employ
whiskers	lather	occupied	expect
mustache	perfume	soiled	remove

I prefer to shave myself. In America people like to see your whiskers and mustache nicely shaved all the time. Some men shave every day. I shave every other day. I do not shave my mustache. I only trim it. I go to the barber shop only for a haircut. When my razor is dull I give it a few quick strokes on the strop. Occasionally I use my hone.

When a man can afford it, a first class barber shop is the best and most pleasant place to be shaved. When you walk down the street you can see the big barber post painted red, white and blue. You go into the shop, and what a wonderful room it is inside. Look at the big mirrors and the expensive barber chairs. There are fine chairs for the people to sit in while they wait for their turn. If the barber chairs are not all occupied, you take off your hat, coat and collar, hang them on the hooks, and

then walk to the big barber chair and sit in it. The barber will put a cloth around you, which he fastens pretty close to your neck, so that no hairs can fall into your back. Then he cuts your hair the way you like it. If you wish your hair cut very short, he will use the clippers. Otherwise he will use his shears. After the haircut he gives you a shave. He knows how to soften your whiskers. He takes his mug, in which he has fine soap lather, and with the shaving brush applies the lather to your face. Then he takes a clean towel, wrings it out of hot water, covers your face with it, and leaves it there for a minute or so. This softens your whiskers. After removing the towel he lathers your face again. Then he takes his sharp razor and begins to shave. The razor goes so easy you feel like falling to sleep. How quickly the barber strops his razor. When your face is shaved the barber puts the hot towel on it and cleans up the lather. Then he will fan your face dry. Then takes some liquid perfume and applies it to your face. After that he puts some face powder on and wipes it off with a dry towel. He combs your hair, takes off the cloth from around you, and you are ready. It is your turn now to pay the fee. The usual price is 15c for a shave and 25c for a haircut. You can have your shoes shined at the barber shop while you are taking a shave.

Many barber shops are agencies for some laundry. You can leave your soiled shirts and collars there. At others you can take a bath. The barber shops employ young negro men to do the shoe shining and cleaning up around the shop. These young negro men are very polite to the customers. They brush their clothes and hat. Of course, they expect a little tip.

Do you shave yourself, or do you go to the barber shop? Do you shave your mustache? How often do you shave? Do you know how to keep your razor sharp? How do you sharpen your razor? Have you a strop? Do you know how to hone a razor? How often do you have a haircut? Have you been in an American barber shop? What do you see on the inside of a barber shop? Tell

me how the barber shaves the people. Which is more pleasant, to shave yourself or have the barber shave you? How much does a shave cost? How much do you pay for a haircut? Can you have your shoes shined at the barber shop? Can you leave your laundry there? Can you take a bath at any barber shop? Whom do the barbers employ to do the general cleaning around the shop?

fasten	fastened	trim	trimmed
apply	applied	fan	fanned
shine	shined	employ	employed
expect	expected	remove	removed

LESSON 46.

THE STREET CAR.

convenience	exit	distant	hire
motion	conductor	wrong	ride
mile	transfer	rear	hurt
conveyance	bell	alone	approach
track	east	vain	step
pole	band	directly	
entrance	double	rather	

What great conveniences are the street cars in the big American cities. For a nickel you can ride several miles. If you hired a private conveyance it would cost you, perhaps, one or two dollars to ride the same distance. If you wish to go to a distant part of the city, go to the street car line and stand on the street corner, where the car stops. Usually there is a white band painted around the pole with the words, "Cars Stop Here," in big black letters. Some streets have a single track, others have a double track. Where the track is double, look out that you do not enter a car which will take you in the wrong direction. If you wish to go East, turn your face in that direction, then walk to the right hand side of the street and take the car that goes on that side.

When the car that you wish to take approaches the

corner, step a little closer to the track, so that the motor-man will see that you want to stop his car. The car will stop, and you board it at the rear entrance. Wait till the car stops. Do not try to board it while it is yet in motion. Many people are hurt in that way. Have your nickel ready and pay your fare to the conductor. If the car is not going directly where you want to go, ask for a transfer, when you pay the fare. You must not smoke or spit on the car. If you are with some friend, do not talk or laugh very loudly. If alone, do not try to occupy a whole seat. If a lady boards the car, when all seats are occupied, and she stands near you, it is polite for you to rise and offer her your seat. If you are sitting next to a colored man or woman, it will be in vain to offer your seat to a lady. Most white women prefer to stand up, rather than sit next to a negro. When you approach the corner where you wish to stop, ring the bell in time, so that the motorman can stop the car. Leave the car by the front exit. Wait till the car stops.

Safety first.

Do you live in a large city? Do you use the street car? Do you know where to take the car you want? On what side of the street do you wait for the car? Is it safe to jump on the car while it is in motion? Is it right to cheat the company out of the fare? When do you ask for a transfer? Who is the conductor? What is the motor-man doing? Is it proper to smoke or spit in the car? Is it polite to speak loudly or laugh violently in the car? Is it polite for you to be seated while a lady is standing by your side? What do you do when you want to stop? What do you do, if you do not know where to transfer?

East	West	North	South
hire	hired	step	stepped
hurt	hurt	approach	approached
cheat	cheated		
ride	rode		ridden

LESSON 47.

TRAVELING BY TRAIN.

town	basket	adult	entitled
depot	baggage	ice	supposed
gate	journey	toilet	miss
engine	accommo-	comfortable	travel
coach	dation	checked	direct
express	destination	bothered	procure
suit case	transportation		

When you wish to go from one city to another, you must go by train. You enter the train at the depot. In the great cities, where many trains come and go every day, the stations are very large. You must find out at what time your train leaves, and go at least fifteen minutes before that time. It is better to wait a few minutes than to miss your train. Get your ticket at the ticket office. If you have more baggage than can be put into a suit case, you can put the rest of it in a trunk and have it checked. At the baggage desk they will give you a check, and then you are not bothered with your baggage. Every adult is entitled to 150 pounds free transportation of baggage on his ticket. You will look for your baggage at the other end of your journey. If your train is not on the track, you can take a seat in the waiting room. If you wish to find anything about your train you can ask the man at the Information Bureau. There is a man who calls the names of the towns and the trains. If you cannot understand him, five minutes before your train is supposed to start, go to the gateman and show him your ticket. He will direct you where to find your train.

The train consists of a big engine, a baggage car, a mail car, an express car, a dining car and several passenger cars. There are day coaches and sleeping cars. If you want to take a sleeping car you must pay something extra. The conductor will show you what car to board. You can get something to eat on the train; however, it is very expensive. It is much better to have a lunch basket.

There is good ice water on every train, but you must have your own cup. A man becomes very dirty on the cars. When you approach your destination you can wash and clean up on the train, but if you are going to a large city you may wait till you leave the train and clean up in the toilet room at the depot. There you will always find hot and cold water, soap, etc. You can also find a first class barber shop at the depot.

The American trains and stations are the most comfortable and have the best accommodations in the world.

How do we travel in America? Where do you take the train? Will the train wait for you? Where do you procure your ticket? Where do you check your baggage? To how much free transportation of baggage is each adult person entitled? What is the waiting room? What is the Information Bureau? Who will show you what car to board? What is the dining car? Are the meals cheap on the train? What is the best thing to do for your meals? Where do you find drinking water? Are there any common drinking cups? Why? Can you wash and clean up on the train? What do you think about the American trains?

check	checked	bother	bothered
entitle	entitled	suppose	supposed
miss	missed	travel	traveled
direct	directed	procure	procured

12	inches	= 1 foot.....ft.
3	feet	= 1 yard.....yd.
5½	yards or 16½ feet	= 1 rod.....rd.
320	rods or 5,280 feet	= 1 mile.....mi.

LESSON 48.

CONSUMPTION.

consumption	flesh	difficult	floating
consumptive	degree	absolute	increasing

microbe	necessity	weakened	developed
lungs	chance	wherever	tainted
pool	preventive	against	gain
saloon	cure	weak	guard
park	balmy	steadily	fit
sanitarium	impure	fumigating	seek

The number of consumptives among the foreign people is surprising. This number is steadily increasing. Everybody is in danger of taking this dreadful disease. It is a very difficult matter to guard against consumption. The microbes of this disease are floating in the air we breathe wherever we go. These microbes are developed in the lungs of the consumptives. When they cough and spit on the sidewalk, in the street car, the factory or at home, the spittle dries up, the microbes are lifted up in the air, and seek for a home in the lungs of a weakened man, woman or child.

What can we do to guard ourselves against consumption?

Keep your body in as high a degree of health as it is possible. Eat wholesome food. Abstain from alcoholic drinks and tobacco. These things weaken your body, especially your lungs, and make you a fit subject for the disease. Take a bath at least once a week. Many barber shops have baths. Fresh air is an absolute necessity for your health. In the factory, the pool hall, the saloon, even your home, the air is very impure. Go to the nearest city park and breathe the balmy air for at least two hours every day. I know you can do it. Many spend twice as much time in the saloon every day.

If you notice that you are growing weak, losing weight, with a touch of cough and night sweats, be sure to see a good doctor and have your lungs examined. In case you already have consumption, it is your duty to see that you do not give it to others. Spit only in paper boxes, and burn them up in the stove. These boxes will be furnished to you free of charge. Ask for them at the city

health department. Keep yourself clean. Remember, that fresh air and good food are the best preventives and cure for consumption. Try to gain flesh. If you have a chance to go to a sanitarium, do so. Let everybody have his own drinking cup. Never move into a house tainted by consumption without fumigating it.

Have you seen a consumptive? Are we in danger of taking consumption? Why? How can we guard against it? Are fresh air and wholesome food necessary? What about cleanliness? Is it safe for one to spit where he pleases? What should we do, if we think we have consumption? Shall we drink from a common cup? What about moving into a house tainted by consumption?

fumigate	fumigated	float	floated
increase	increased	develop	developed
weaken	weakened	gain	gained
guard	guarded	fit	fitted
seek	sought		

LESSON 49.

THE CITY PARK.

improvement	beach	gasoline	row
forest	sand	artificial	swim
flower	vehicle	nominal	bloom
lily	automobile	playful	abuse
fountain	pedestrian	outside	damage
basin	invalid	along	tease
path	zoo	graveled	bubbling
lake	trash	oiled	diving
boat	refuse	reserved	splashing
launch	size	worn	cooling

Every large city in America has a number of city parks. Most of the parks are outside the city, but a few of them, of course not very large ones, are in the city itself. The large parks are well kept, with plenty of shade trees, pleasant walks and drives. Those within the city

limits are kept like a rich man's flower garden. No vehicles of any kind are allowed to pass through them. The walks are cemented or graveled. The flowers are well attended. The grass cut and watered by people paid by the city. Nice benches are seen all along the walks. Here and there you will see drinking places with bubbling water, or a beautiful fountain in a good sized basin in which the water lilies bloom and the playful goldfishes swim. All this is for the free use of the people. Rich and poor, young and old, the well and the invalids, can enjoy themselves in the parks and breathe the fresh air.

The large parks are mostly natural forests, with some artificial improvements. The automobile drives are well oiled. The walks for the pedestrians are natural footworn paths. Some of these parks have a zoo with a variety of animals. Perhaps, a lake with row boats and gasoline launches. You can enjoy these for just a nominal fee. May be, a corner of the lake is reserved for a bathing beach, where men, women and children have the pleasure of their lives, diving, swimming and splashing in the cooling water or rolling on the sand.

You should make good use of these parks. You can go to some of the small parks in the city every day, and occasionally to one of the big parks. We must come in touch with nature as often as we can. The parks must not be abused. We must help to keep them clean. We must not pick the flowers. In the small parks we must keep off the grass. We must not damage the trees, or tease the animals and birds. Of course, everybody knows, that we must not take any dogs into the parks. At the large parks the public is allowed to sit on the grass under the shade trees. We can take our lunch baskets and eat on the green grass. We must use the trash boxes provided for waste paper and all kinds of refuse.

Do not neglect to make a good use of the public parks.

Are there any parks in your city? What are some of the things you see in a park? Do you like to go to the parks? Who can go to the parks? Do you have to pay

for the use of the public parks? Is there a lake in some of your parks? Do you like to bathe in cold water? Can you row?

bloom	bloomed	oil	oiled
abuse	abused	tease	teased
bubble	bubbled	reserve	reserved
dive	dived	splash	splashed
cool	cooled	row	rowed
	swim	swam	swum
	wear	wore	worn

LESSON 50.

INSURANCE.

insurance	nation	impossible	barely
organization	nationality	considerable	financially
order	laborer	ignorant	existing
branch	foundation	intelligent	organize
lodge	death	laboring	suspend
sum	type	certain	canvass
wages	national	wide	constitute
dues	fraternal	monthly	insure
benefit	financial	weekly	

The laboring man works at very small wages, and quite often is left without any work or pay for a considerable length of time. In this way he can barely provide food and clothing for his family and pay house rent. The great majority of the foreigners belong to the laboring class. It is the duty of every man to provide something that will help him in case of sickness, or help his family in case of his death. Working at such low wages it is impossible for him to put much in the bank; however, there are societies organized in which the laboring man can insure a certain amount of money to be paid to him weekly when sick, and in case of his death, a larger sum for his family. Many of these societies are nation-wide, and built on a solid financial foundation. They have branches in

many cities. These branch societies are called lodges. All existing lodges constitute what is called a Fraternal Order. This is not the best kind of insurance, but it is the only one possible for the working man. It is the duty of every foreign laborer to join one or two of these orders while in good health. He must do his best to pay his monthly dues in time, and not let himself be suspended.

There are very many insurance societies of the type of fraternal orders, whose agents canvass the foreign quarters and tell the ignorant people all kinds of stories. Look out for such agents. You must not believe half of what they say. About such matters you must ask your night school teacher, or some intelligent countryman, who is not financially interested in any lodge.

The people of almost all foreign nationalities in America have their own National Fraternal Organizations. As a rule, these national organizations are good and safe.

Does the laboring man get good wages? Can he save much money to put in the bank? Why? How can a laboring man provide for himself or his family in case of sickness or death? Do you belong to a lodge? What is the name of the fraternal order to which you belong? How much are your monthly dues? How much sick benefit can you get? How much is to be paid to your family after your death? Is the fraternal insurance the best kind of insurance? Why? Of what nationality are you? Do you have a national organization in America? Can you get any insurance by joining your national organization?

exist	existed	organize	organized
suspend	suspended	canvass	canvassed
constitute	constituted	insure	insured

LESSON 51.

THE UNDERTAKER.

undertaker	cemetery	permit	appointed
angel	grave	occasion	desired

dead	coffin	wedding	occur
deceased	casket	display	visit
remains	hearse	simplicity	dig
funeral	hack	plain	choose
burial	motor	appropriate	

Early or late the angel of death will make his visit to every home. No matter how long we live, some day we are to be numbered with the dead. It is necessary that we should know what to do in case of death in the family.

In the old country a few friends will fix up a simple coffin out of plain boards, which is painted or covered with some kind of cloth. Other friends will go to the cemetery and dig a grave, or hire some poor man to do it. Here in America everything is different. As soon as death occurs you go to some undertaker. He will show you all kinds of caskets. You choose what you like. Then the undertaker will send his man to prepare the dead and put him in the casket. After which the deceased (in his casket) is removed to the best room of the house where his friends can come to see his remains. The undertaker gets the funeral permit and orders the grave prepared. At the appointed hour he comes with a beautiful hearse for the dead, and some hacks for his friends. Takes them to the church for the funeral service and then to the cemetery for the burial. If so desired the undertaker can furnish a motor hearse and motor cars.

The undertaker can furnish hacks and automobiles for wedding parties or any other occasion.

Some foreigners spend too much money for funeral and wedding displays. Simplicity is more appropriate.

Have you had a death in your family? What do you do in such a case? Is it wise to choose a casket that you cannot afford? What does the undertaker do? How does he take the body to the church and the cemetery? How do the friends go to the cemetery?

appoint	appointed	desire	desired
occur	occurred	visit	visited
dig	dug		
	choose	chose	chosen

LESSON 52.

THE TRADES.

trade	cleaner	brick	character
mechanic	dyer	mortar	noble
leader	blacksmith	cake	solid
carpenter	tinner	wagon	electric
mason	potter	horse	expert
bricklayer	cooper	railway	professional
plasterer	printer	picture	possible
painter	photographer	magazine	following
plumber	teamster	barrel	plaster
electrician	miner	profession	wire
baker	frame	druggist	varnish
shoemaker	building	lawyer	mould
tailor	stone	court	

There are different trades. The man who builds frame houses is a carpenter. The mason works on solid buildings and does the stone work. The bricklayer works with bricks and mortar. He builds brick walls, chimneys, etc. The plasterer plasters the inside of the houses and other buildings. The plumber puts in the gas and water pipes, fixes the sewer pipes for the unclean water to run out into the big sewers. The electrician wires up the houses for the electric lights. The painter paints the woodwork and varnishes the floors. Men who work in a mine are called miners. There are different kinds of mines—coal mines, iron mines, copper mines, silver mines, gold mines, etc. The baker makes bread, cakes and pies. The shoemaker repairs our shoes. The tailor makes men's and ladies' clothes. The cleaner and dyer makes our old clothes look like new. The barber helps the people look

clean by shaving their whiskers and cutting their hair. The teamster drives the big wagons that take all kinds of goods to the store so that we may buy what we want. The blacksmith shoes the teamster's horses, repairs his wagons and makes other things from iron. The railway men make it possible for us to travel great distances by running trains for us. When we want our pictures taken we go to the photographer. If there were no printers we would not have any papers, magazines or books to read. The potter makes all our dishes. The tinner makes all the tin cans in which we get our canned goods. The cooper makes all kinds of barrels. All expert workers in the above trades are called mechanics.

There is another class of men whom we call professional men. The following are some of the professions: The doctor attends us when we are sick. In case we have a toothache, or some other trouble of the teeth, we go to the dentist. The druggist sells us medicine. The lawyer helps us in court matters. The minister is a spiritual leader. The teacher has the noble work of teaching the young and moulding their characters.

Name some of the trades? What is the work of each trade? What are the expert workers in each trade called? What are some of the professions? What is the work of each profession?

plaster	plastered	wire	wired
varnish	varnished	mould	moulded

Kansas City, Kansas, Feb. 17, 1915.

Oklahoma Natural Gas Co.,

Pay Master, Tulsa, Okla.

Dear Sir:

I worked for your company at Claremore, Okla., during the month of January. I was obliged to leave for Kansas City and could not wait for my pay check. Will you please send the same to 218 North First Street, Kansas City, Kansas. My work check was 86.

Yours very truly, Mike Thomas.

TRUSTS AND TRADE UNIONS.

trust	members	fairminded	form
union	direction	richly	secure
production	aim	cheapen	declare
competition	welfare	lessen	repay
employer	misfortune	regulate	compelled
strike	privileges	unite	combine
arbitration	manufacturing		

The rich companies who own the great manufacturing plants in the United States in order to cheapen expenses, regulate production and lessen competition, unite under one direction. Such an organization is called a "Trust." Quite often these trusts are hard on the working men under their employ. To protect themselves, many of the working men of each trade form societies, which combine with other similar societies all over the country and form what is called a "Trade Union." The aim of the union is the welfare of its members. The organization helps members out of work and supports them in sickness or other misfortunes. The unions provide cheap insurance for their members. Also they work to secure shorter hours, better working conditions and higher wages for the laborers. The working men are sometimes compelled to declare a strike in order to secure from the employers some of the things they desire. However, of late years the trade unions have gained the respect of all fair-minded employers, and little by little arbitration is taking the place of strikes.

The foreigner will do well to join the union of his trade. Of course, it will cost him some money to join, and then each month for dues, but the privileges and the benefits of the union will repay him richly. To be sure, no foreign laborer should ever help to break up a strike.

What is a trust? Why are the trusts organized? Are the trusts always good to the working men? What do the working men do to protect themselves? What is

a trade union? What does the union do for the working men? What is a strike? Why do the working men strike? Are the unions respected by the employers? Is it good for the foreigner to join a union? Will it pay? Should the foreigner go to work in order to break up a strike? Why not?

cheapen	cheapened	lessen	lessened
regulate	regulated	unite	united
combine	combined	form	formed
secure	secured	declare	declared
repay	repaid	compel	compelled

ADVERTISEMENTS FOR WORK.

Foreigner, first class barber, wants a position. Address Geo. Smith, 2115 Garfield Avenue.

Young foreigner, sober, good moral character wants work on a farm. Call Bell West 720.

Young man and wife want any kind of honest work; have had experience in hotels and restaurants. Address B. 835, Kansas City Star.

Young man and wife, no children want steady position on a farm. Address Johnson, 316 South Harrison St., Kansas City, Kansas.

Young man wants position in garage or automobile factory where he can learn to be driver and mechanic. John Belmont, 316 N. Sixth St., Kansas City, Kansas.

Foreign girl, 16 years old, good character, willing to work, loves children, desires a position in a Christian home. Call Bell West 4103.

Young lady, experienced dressmaker, desires a position. Call Bell East 703.

LESSON 54.

BACK TO THE FARM.

farm	proposition	tent	urgent
garden	installment	cow	humble
patch	sky	mild	independently
owner	north	unlike	push
boss	south	strong	exploit
liar	contract	feeble	investigate
job	promise	old	
starvation	clothing	unprofitable	

A man cannot always work in a factory. While you are young and strong the employer may exploit your labor on next to starvation wages. However, when you are old and feeble, he will push you out and give your job to some young and strong man who has just come from the old country. You will be thrown out as a worn out and unprofitable tool. Now, while you are young and strong, you should think of and prepare for that time, which is sure to come.

What is the best thing to do? The best thing is to listen to the urgent call, "Back to the farm." You were farmers in the old country. That is your old trade. The farm is always sure to provide for its owner. There you will not have a boss or an employer. You will be your own boss. There are quite a number of land companies, which offer you a real business proposition. The fact that there are many "Blue Sky" land companies does not show that every one, who deals in lands, is a liar. Of course, you should investigate thoroughly, whether the land offered for sale is the kind of land you want before you make your contract. You can buy a small farm on the installment plan and have no trouble to pay for it in a few years.

The South is the "Land of Promise" for the foreigner. The winters are mild. There you do not need expensive winter clothing, nor a costly house. Unlike the North there you can start housekeeping in a tent. A few chick-

ens, a cow, one or two pigs, a garden patch, and working now and then for your neighbors will give you a good start. Many people who are independently rich today have started in this humble way.

Can you work in a factory all your life? Do the factories employ old men? Why not? What will you do when you are old and lose your job? Is it a good thing to buy a small farm while yet young and pay for it in small installments? Would you believe everything that land agents tell you? What is the best thing to do before you sign a contract, or pay any money to some land company? Do you know what a “Blue Sky” deal is? Why should the foreigner prefer the South for a home?

9	square feet	= 1 square yard
30 $\frac{1}{4}$	square yards	= 1 square rod
160	square rods	= 1 acre

LESSON 55.

NATURALIZATION.

naturalization	mind	loyal	testify
citizenship	space	prominent	grant
citizen	allegiance	within	vote
candidate	anarchist	simply	reside
declaration	polygamist	continuously	assure
intention	witness	personally	naturalize
oath	native	intend	admit
age	moral	renounce	born

If you have made up your mind that you like this country and intend to make it your home for the rest of your life, you must take steps to become an American citizen. Two papers are necessary for this purpose. One is simply a declaration of intention to become a United States citizen. You get this paper from the court after the oath in which you renounce all allegiance to any foreign country, and that you will be loyal to the United States. The second paper could be taken after you have

resided at least five years continuously in this country. There must be a space of at least two years and not more than seven years between the taking of the first paper and the application for the second paper. At the time of the application you must have two witnesses, American citizens, who can testify before the clerk of the court that they have known you personally, and that you have resided in the United States for at least five years continuously. The clerk of the court will post your name with the names of other candidates at some prominent place in the court house. At a session of court you must bring the same witnesses. After the court is assured that you have resided within the United States for at least five years continuously, that you are not an anarchist or polygamist, that you are a man of good moral character, and after taking the oath of allegiance to the United States, the court will grant you the second paper, which is the real paper of naturalization. This paper gives you the right of citizenship, but the state can only grant you the right to vote. If you cannot answer the questions of the court in English you cannot be naturalized.

If you are a married man and have children under twenty-one years of age, your wife and children also become American citizens. Chinese are not admitted to citizenship. The naturalized citizen has the same rights and privileges as a native-born citizen. Only he cannot become President of the United States.

intend	intended	renounce	renounced
testify	testified	grant	granted
vote	voted	reside	resided
assure	assured	naturalize	naturalized
admit	admitted	push	pushed
exploit	exploited	investigate	investigated
	bear	bore	born

LESSON 56.

SAMPLE VERB.

Study the following forms of the verb “eat,” and exercise in the same way with other verbs until you learn the meaning and the use of these forms.

INDICATIVE MODE.

PRESENT TENSE.

Singular

1. I eat
2. You eat
3. He eats

Plural

1. We eat
2. You eat
3. They eat

PRESENT-PERFECT TENSE.

1. I have eaten
2. You have eaten
3. He has eaten

1. We have eaten
2. You have eaten
3. They have eaten

PAST TENSE.

1. I ate
2. You ate
3. He ate

1. We ate
2. You ate
3. They ate

PAST-PERFECT TENSE.

1. I had eaten
2. You had eaten
3. He had eaten

1. We had eaten
2. You had eaten
3. They had eaten

FUTURE TENSE.

1. I will (*) eat
2. You will (*) eat
3. He will (*) eat

1. We will (*) eat
2. You will (*) eat
3. They will (*) eat

*If the speaker determines the performance of the act, use “will” in the first person and “shall” in the others; if the speaker merely foretells the performance, use “shall” in the first person, and “will” in the others.

SUBJUNCTIVE MODE.

PRESENT TENSE.

1. If I eat
2. If you eat
3. If he eats

1. If we eat
2. If you eat
3. If they eat

POTENTIAL MODE.

PRESENT TENSE.

Singular

1. I may (*) eat
2. You may (*) eat
3. He may (*) eat

*Also use "can" and "must."

Plural

1. We may (*) eat
2. You may (*) eat
3. They may (*) eat

PRESENT-PERFECT TENSE.

1. I may have eaten
2. You may have eaten
3. He may have eaten

1. We may have eaten
2. You may have eaten
3. They may have eaten

PAST TENSE.

1. I might (*) eat
 2. You might (*) eat
 3. He might (*) eat
- *Also use "could."

1. We might (*) eat
2. You might (*) eat
3. They might (*) eat

IMPERATIVE MODE.

Note.—This is the shortest form of all verbs.

PRESENT TENSE.

2. Eat

2. Eat

PARTICIPLES.

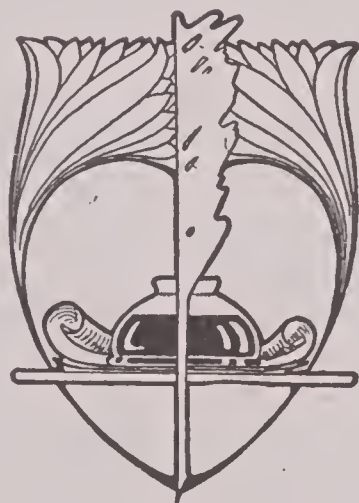
Present—Eating.

Past—Eaten.

1. I eat breakfast now.
2. I am eating breakfast.
3. I have eaten breakfast half an hour ago.
4. I ate breakfast.
5. I had eaten my breakfast when John came.
6. I will eat breakfast very early.
7. If I eat breakfast, I can work better.
8. I may eat breakfast before six o'clock.
9. I may have eaten breakfast when you come.
10. Eat breakfast and then come.
11. I am invited to take supper at my brother's house.
12. I was invited to his wedding.
13. You will be invited to his house.

14. If I am invited to the party, I will go.
15. If I were invited, I would not feel offended.
16. I may be invited to Thanksgiving dinner.

(In the above sample verb only those modes and tenses of the active voice, which are represented in the text of the book, have been given. The few samples of the passive voice will hardly justify giving the full conjugation; however, the teacher may drill the pupils in forms like the following: I am invited, I was invited, I will be invited, If I am invited, If I were invited, I may be invited, etc.).

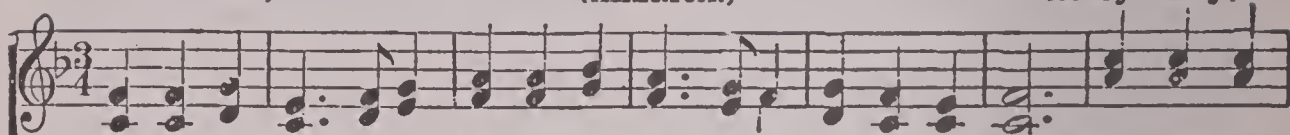


My Country! 'Tis of Thee,

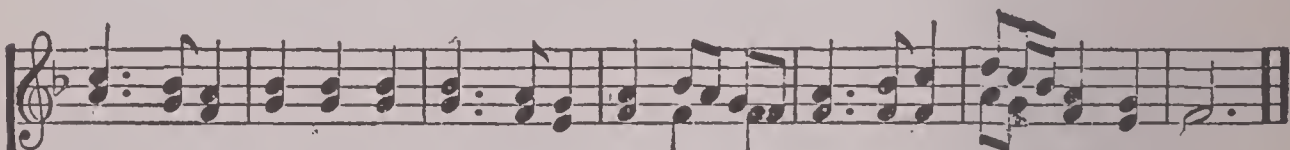
S. F. Smith,

(AMERICA.)

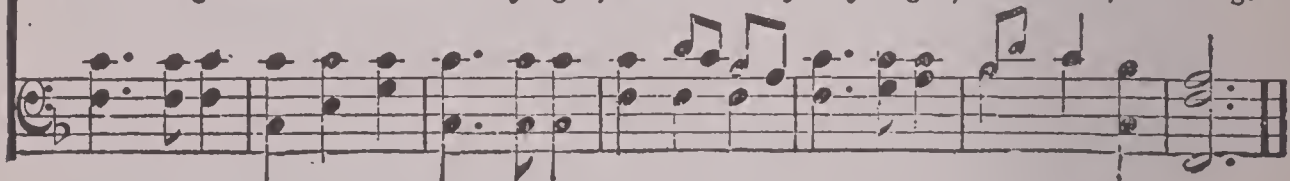
Henry Carey.



1. My country! 'tis of thee, Sweet land of lib - er - ty, Of thee I sing; Land where my
2. My na - tive country, thee, Land of the no - ble, free, Thy name I love; I love thy
3. Let music swell the breeze, And ring from all the trees Sweet freedom's song. Let mor - tal
4. Our fathers' God to Thee, Au - thor of lib - er - ty, To Thee we sing: Long may our



fa - thers died! Land of the pilgrims' pride! From ev'ry mountain side Let free - dom ring!
 rocks and rills, Thy woods and templed hills; My heart with rapture thrills Like that a - bove.
 tongues awake I let all that breathe partake; Let rocks their silence break, The sound prolong.
 land be bright With freedom's holy light; Protect us by Thy might, Great God, our King!



PART TWO

Civil Government

THE DECLARATION OF INDEPENDENCE

THE UNANIMOUS DECLARATION OF THE THIRTEEN UNITED STATES OF AMERICA.

When, in the course of human events it becomes necessary for one people to dissolve the political bands which have connected them with another and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident: that all men are created equal; that they are endowed by their Creator with certain unalienable rights; that among these are life, liberty, and the pursuit of happiness. That, to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute new government laying its foundation on such principles and organizing its powers in such form as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established, should not be changed for light and transient causes; and, accordingly, all experience hath shown, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security.—Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these States. To prove this, let facts be submitted to a candid world.

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operation till his assent should be obtained; and, when so suspended, he has utterly neglected to attend to them.

He has refused to pass other laws for the accommodation of large districts of people, unless those people would relinquish the right of representation in the legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved representative houses repeatedly, for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolution, to cause others to be elected; whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise; the State remaining, in the meantime, exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these States; for that purpose obstructing the laws for naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice, by refusing his assent to laws for establishing judiciary powers.

He has made judges dependent on his will alone, for the tenure at their offices, and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers to harass our people, and eat out their substance.

He has kept among us, in times of peace, standing armies without the consent of our legislatures.

He has affected to render the military independent of and superior to the civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his assent to their acts of pretended legislation;

For quartering large bodies of armed troops among us;

For protecting them, by a mock trial, from punishment for any murders which they should commit on the inhabitants of these States;

For cutting off our trade with all parts of the world;

For imposing taxes on us without our consent;

For depriving us in many cases, of the benefits of trial by jury;

For transporting us beyond seas to be tried for pretended offenses;

For abolishing the free system of English laws in a neighboring province, establishing therein an arbitrary government, and enlarging its boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies;

For taking away our charters, abolishing our most valuable laws, and altering fundamentally the forms of our governments;

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated government here, by declaring us out of his protection and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation and tyranny, already begun with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections amongst us, and has endeavored to bring on the inhabitants of our frontiers, the merciless Indian savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these oppressions we have petitioned for redress in the most humble terms: our repeated petitions have been answered only by repeated injury. A prince, whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in attention to our British brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity, which denounces our separation, and hold them, as we hold the rest of mankind, enemies in war, in peace friends.

We, therefore, the representatives of the United States of America, in general Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name, and by authority of the good people of these colonies, solemnly publish and declare, That these United Colonies are, and of right ought to be free and independent States; that they are absolved from all allegiance to the British crown, and that all political connection between them and the State of Great Britain is, and ought to be totally dissolved; and that as free and independent States, they have full power to levy war, conclude peace, contract alliances, establish commerce, and to do all other acts and things which independent States may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes and our sacred honor.

[Signed by]

JOHN HANCOCK, *President,*
and by fifty-five representatives of the
United States of America.

CONSTITUTION

OF THE

UNITED STATES OF AMERICA

PREAMBLE.

WE the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this CONSTITUTION for the United States of America.

ARTICLE I.

LEGISLATIVE DEPARTMENT.

SECT. 1. All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and a House of Representatives.

SECT. 2. The House of Representatives shall be composed of members chosen every second year by the people of the several States, and the electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State Legislature.

No person shall be a Representative who shall not have attained to the age of twenty-five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State in which he shall be chosen.

Representatives and direct taxes shall be apportioned among the several States which may be included within this Union, according to their respective numbers, which shall be determined by adding to the whole number of free persons, including those bound to service for a term of years, and excluding Indians not taxed, three-fifths of all other persons. The actual enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct. The number of Representatives shall not exceed one for every thirty thousand, but each State shall have at least one representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to choose three, Massachusetts eight, Rhode Island and Providence Plantations one, Connecticut five, New York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the representation from any State, the

Executive authority thereof shall issue writs of election to fill such vacancies.

The House of Representatives shall choose their Speaker and other officers; and shall have the sole power of impeachment.

SECT. 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six years; and each Senator shall have one vote.

Immediately after they shall be assembled in consequence of the first election, they shall be divided as equally as may be into three classes. The seats of the Senators of the first class shall be vacated at the expiration of the second year, of the second class at the expiration of the fourth year, and of the third class at the expiration of the sixth year, so that one-third may be chosen every second year; and if vacancies happen by resignation, or otherwise, during the recess of the Legislature of any State, the Executive thereof may make temporary appointments until the next meeting of the Legislature, which shall then fill such vacancies.

No person shall be a Senator who shall not have attained to the age of thirty years, and been nine years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State for which he shall be chosen.

The Vice-President of the United States shall be President of the Senate, but shall have no vote, unless they be equally divided.

The Senate shall choose their other officers, and also a President *pro tempore*, in the absence of the Vice-President, or when he shall exercise the office of President of the United States.

The Senate shall have the sole power to try all impeachments. When sitting for that purpose, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside: and no person shall be convicted without the concurrence of two-thirds of the members present.

Judgment in cases of impeachment shall not extend further than to removal from office, and disqualification to hold and enjoy any office of honor, trust, or profit under the United States: but the party convicted shall nevertheless be liable and subject to indictment, trial, judgment, and punishment, according to law.

SECT. 4. The times, places, and manner of holding elections for Senators and Representatives shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by law make or alter such regulations, except as to the places of choosing Senators.

The Congress shall assemble at least once in every year, and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day.

SECT. 5. Each House shall be the judge of the elections, returns, and qualifications of its own members, and a majority of each shall constitute a quorum to do business; but a smaller number may adjourn

from day to day, and may be authorized to compel the attendance of absent members, in such manner, and under such penalties, as each House may provide.

Each House may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two-thirds, expel a member.

Each House shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either House on any question shall, at the desire of one-fifth of those present, be entered on the journal.

Neither House, during the session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two Houses shall be sitting.

SECT. 6. The Senators and Representatives shall receive a compensation for their services, to be ascertained by law, and paid out of the Treasury of the United States. They shall in all cases, except treason, felony, and breach of the peace, be privileged from arrest during their attendance at the session of their respective Houses, and in going to and returning from the same; and for any speech or debate in either House they shall not be questioned in any other place.

No Senator or Representative shall, during the time for which he was elected, be appointed to any civil office under the authority of the United States, which shall have been created, or the emoluments whereof shall have been increased, during such time; and no person holding any office under the United States shall be a member of either House during his continuance in office.

SECT. 7. All bills for raising revenue shall originate in the House of Representatives; but the Senate may propose or concur with amendments as on other bills.

Every bill which shall have passed the House of Representatives and the Senate shall, before it become a law, be presented to the President of the United States; if he approve he shall sign it, but if not he shall return it with his objections to that House in which it shall have originated, who shall enter the objections at large on their journal, and proceed to reconsider it. If after such reconsideration two-thirds of that House shall agree to pass the bill, it shall be sent, together with the objections, to the other House, by which it shall likewise be reconsidered, and, if approved by two-thirds of that House, it shall become a law. But in all such cases the votes of both Houses shall be determined by yeas and nays, and the names of the persons voting for and against the bill shall be entered on the journal of each House respectively. If any bill shall not be returned by the President within ten days (Sundays excepted) after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it, unless the Congress by their

adjournment prevent its return, in which case it shall not be a law.

Every order, resolution, or vote to which the concurrence of the Senate and House of Representatives may be necessary (except on a question of adjournment) shall be presented to the President of the United States; and, before the same shall take effect, shall be approved by him, or, being disapproved by him, shall be repassed by two-thirds of the Senate and House of Representatives, according to the rules and limitations prescribed in the case of a bill.

SECT. 8. The Congress shall have power,—

To lay and collect taxes, duties, imposts, and excises to pay the debts and provide for the common defence and general welfare of the United States; but all duties, imposts, and excises shall be uniform throughout the United States;

To borrow money on the credit of the United States;

To regulate commerce with foreign nations, and among the several States, and with the Indian tribes;

To establish an uniform rule of naturalization, and uniform laws on the subject of bankruptcies throughout the United States;

To coin money, regulate the value thereof, and of foreign coin, and fix the standard of weights and measures;

To provide for the punishment of counterfeiting the securities and current coin of the United States;

To establish post-offices and post-roads;

To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries;

To constitute tribunals inferior to the Supreme Court;

To define and punish piracies and felonies committed on the high seas, and offences against the law of nations;

To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water;

To raise and support armies, but no appropriation of money to that use shall be for a longer term than two years;

To provide and maintain a navy;

To make rules for the government and regulation of the land and naval forces;

To provide for calling forth the militia to execute the laws of the Union, suppress insurrections, and repel invasions;

To provide for organizing, arming, and disciplining the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the States respectively, the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress;

To exercise exclusive legislation, in all cases whatsoever, over such district (not exceeding ten miles square) as may, by cession of particular States, and the acceptance of Congress, become the seat

of the government of the United States; and to exercise like authority over all places purchased by the consent of the Legislature of the State in which the same shall be, for the erection of forts, magazines, arsenals, dock-yards, and other needful buildings;—and

To make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the United States, or in any department or officer thereof.

SECT. 9. The migration or importation of such persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the year one thousand eight hundred and eight, but a tax or duty may be imposed on such importation, not exceeding ten dollars for each person.

The privilege of the writ of *habeas corpus* shall not be suspended, unless when in cases of rebellion or invasion the public safety may require it.

No bill of attainder or *ex post facto* law shall be passed.

No capitation or other direct tax shall be laid, unless in proportion to the census or enumeration herein before directed to be taken.

No tax or duty shall be laid on articles exported from any State.

No preference shall be given by any regulation of commerce or revenue to the ports of one State over those of another; nor shall vessels bound to, or from, one State, be obliged to enter, clear, or pay duties in another.

No money shall be drawn from the treasury, but in consequence of appropriations made by law; and a regular statement and account of the receipts and expenditures of all public money shall be published from time to time.

No title of nobility shall be granted by the United States; and no person holding any office of profit or trust under them shall, without the consent of the Congress, accept of any present, emolument, office, or title, of any kind whatever, from any king, prince, or foreign state.

SECT. 10. No State shall enter into any treaty, alliance, or confederation; grant letters of marque and reprisal; coin money; emit bills of credit; make anything but gold and silver coin a tender in payment of debts; pass any bill of attainder, *ex post facto* law, or law impairing the obligation of contracts, or grant any title of nobility.

No State shall, without the consent of the Congress, lay any imposts or duties on imports or exports, except what may be absolutely necessary for executing its inspection laws; and the net produce of all duties and imposts, laid by any State on imports or exports, shall be for the use of the treasury of the United States; and all such laws shall be subject to the revision and control of the Congress.

No State shall, without the consent of Congress, lay any duty of

tonnage, keep troops or ships of war in time of peace, enter into any agreement or compact with another State, or with a foreign power, or engage in war, unless actually invaded, or in such imminent danger as will not admit of delay.

ARTICLE II.

EXECUTIVE DEPARTMENT.

SECT. 1. The executive power shall be vested in a President of the United States of America. He shall hold his office during the term of four years, and, together with the Vice-President, chosen for the same term, be elected as follows:—

Each State shall appoint, in such manner as the Legislature thereof may direct, a number of Electors equal to the whole number of Senators and Representatives to which the State may be entitled in the Congress; but no Senator or Representative, or person holding an office of trust or profit under the United States, shall be appointed an Elector.

[The Electors shall meet in their respective States, and vote by ballot for two persons, of whom one at least shall not be an inhabitant of the same State with themselves. And they shall make a list of all the persons voted for, and of the number of votes for each; which list they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate. The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes shall be the President, if such number be a majority of the whole number of Electors appointed; and if there be more than one who have such majority, and have an equal number of votes, then the House of Representatives shall immediately choose by ballot one of them for President; and if no person have a majority, then from the five highest on the list the said House shall in like manner choose the President. But in choosing the President, the votes shall be taken by States, the representation from each State having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. In every case, after the choice of the President, the person having the greatest number of votes of the Electors shall be the Vice-President. But if there should remain two or more who have equal votes, the Senate shall choose from them by ballot the Vice-President.—*Repealed by Amendment XII.*]

Congress may determine the time of choosing the Electors, and the day on which they shall give their votes; which day shall be the same throughout the United States.

No person except a natural-born citizen, or a citizen of the

United States at the time of the adoption of this Constitution, shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained to the age of thirty-five years, and been fourteen years a resident within the United States.

In case of the removal of the President from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice-President, and the Congress may by law provide for the case of removal, death, resignation, or inability, both of the President and Vice-President, declaring what officer shall then act as President, and such officer shall act accordingly, until the disability be removed, or a President shall be elected.

The President shall, at stated times, receive for his services a compensation, which shall neither be increased nor diminished during the period for which he shall have been elected, and he shall not receive within that period any other emolument from the United States, or any of them.

Before he enter on the execution of his office, he shall take the following oath or affirmation:—"I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States, and will, to the best of my ability, preserve, protect, and defend the Constitution of the United States."

SECT. 2. The President shall be commander-in-chief of the army and navy of the United States; and of the militia of the several States, when called into the actual service of the United States; he may require the opinion, in writing, of the principal officer in each of the executive departments, upon any subject relating to the duties of their respective offices, and he shall have power to grant reprieves and pardons for offences against the United States, except in cases of impeachment.

He shall have power, by and with the advice and consent of the Senate, to make treaties, provided two-thirds of the Senators present concur; and he shall nominate, and, by and with the advice and consent of the Senate, shall appoint ambassadors, other public ministers, and consuls, judges of the Supreme Court, and all other officers of the United States, whose appointments are not herein otherwise provided for, and which shall be established by law; but the Congress may by law vest the appointment of such inferior officers, as they think proper, in the President alone, in the courts of law, or in the heads of departments.

The President shall have power to fill up all vacancies that may happen during the recess of the Senate, by granting commissions which shall expire at the end of their next session.

SECT. 3. He shall from time to time give to the Congress information of the state of the Union, and recommend to their considera-

tion such measures as he shall judge necessary and expedient; he may, on extraordinary occasions, convene both Houses, or either of them, and in case of disagreement between them, with respect to the time of adjournment, he may adjourn them to such time as he shall think proper; he shall receive ambassadors and other public ministers; he shall take care that the laws be faithfully executed, and shall commission all the officers of the United States.

SECT. 4. The President, Vice-President, and all civil officers of the United States, shall be removed from office on impeachment for, and conviction of, treason, bribery, or other high crimes and misdemeanors.

ARTICLE III.

JUDICIAL DEPARTMENT.

SECT. 1. The judicial power of the United States shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish. The judges, both of the Supreme and inferior courts, shall hold their offices during good behavior, and shall, at stated times, receive for their services a compensation, which shall not be diminished during their continuance in office.

SECT. 2. The judicial power shall extend to all cases, in law and equity, arising under this Constitution, the laws of the United States, and treaties made, or which shall be made, under their authority; to all cases affecting ambassadors, other public ministers, and consuls; to all cases of admiralty and maritime jurisdiction; to controversies to which the United States shall be a party; to controversies between two or more States, between a State and citizens of another State, between citizens of different States, between citizens of the same State claiming lands under grants of different States, and between a State, or the citizens thereof, and foreign states, citizens, or subjects.

In all cases affecting ambassadors, other public ministers, and consuls, and those in which a State shall be party, the Supreme Court shall have original jurisdiction. In all the other cases before mentioned, the Supreme Court shall have appellate jurisdiction, both as to law and fact, with such exceptions, and under such regulations, as the Congress shall make.

The trial of all crimes, except in cases of impeachment, shall be by jury; and such trials shall be held in the State where the said crimes shall have been committed; but when not committed within any State, the trial shall be at such place or places as the Congress may by law have directed.

SECT. 3. Treason against the United States shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort. No person shall be convicted of treason

unless on the testimony of two witnesses to the same overt act, or on confession in open court.

The Congress shall have power to declare the punishment of treason, but no attainder of treason shall work corruption of blood, or forfeiture, except during the life of the person attainted.

ARTICLE IV.

GENERAL PROVISIONS.

SECT. 1. Full faith and credit shall be given in each State to the public acts, records, and judicial proceedings of every other State. And the Congress may by general laws prescribe the manner in which such acts, records, and proceedings shall be proved, and the effect thereof.

SECT. 2. The citizens of each State shall be entitled to all privileges and immunities of citizens in the several States.

A person charged in any State with treason, felony, or other crime, who shall flee from justice, and be found in another State, shall, on demand of the executive authority of the State from which he fled, be delivered up, to be removed to the State having jurisdiction of the crime.

No person held to service or labor in one State, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor, but shall be delivered up on claim of the party to whom such service or labor may be due.

SECT. 3. New States may be admitted by the Congress into this Union; but no New State shall be formed or erected within the jurisdiction of any other State; nor any State be formed by the junction of two or more States, or parts of States, without the consent of the Legislatures of the States concerned, as well as of the Congress.

The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular State.

SECT. 4. The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and on application of the Legislature, or of the Executive (when the Legislature can not be convened), against domestic violence.

ARTICLE V.

POWER OF AMENDMENT.

The Congress, whenever two-thirds of both houses shall deem it necessary, shall propose amendments to this Constitution, or, on the application of the Legislatures of two-thirds of the several States,

shall call a convention for proposing amendments, which, in either case, shall be valid to all intents and purposes, as part of this Constitution, when ratified by the Legislatures of three-fourths of the several States, or, by conventions in three-fourths thereof, as the one or the other mode of ratification may be proposed by the Congress; provided that no amendment which may be made prior to the year one thousand eight hundred and eight shall in any manner affect the first and fourth clauses in the ninth section of the first article; and that no State, without its consent, shall be deprived of its equal suffrage in the Senate.

ARTICLE VI.

MISCELLANEOUS PROVISIONS.

All debts contracted and engagements entered into, before the adoption of this Constitution shall be as valid against the United States under this Constitution as under the Confederation.

This Constitution, and the laws of the United States which shall be made in pursuance thereof, and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the judges in every State shall be bound thereby, anything in the constitution or laws of any State to the contrary notwithstanding.

The Senators and Representatives before mentioned, and the members of the several State Legislatures, and all executive and judicial officers, both of the United States and of the several States, shall be bound by oath or affirmation to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the United States.

ARTICLE VII.

RATIFICATION OF THE CONSTITUTION.

The ratification of the conventions of nine States shall be sufficient for the establishment of this Constitution between the States so ratifying the same.

Done in Convention, by the unanimous consent of the States present, the seventeenth day of September, in the year of our Lord one thousand seven hundred and eighty-seven, and of the Independence of the United States of America the twelfth.

IN WITNESS whereof we have hereunto subscribed our names.

[Signed by]

Go : WASHINGTON,

*Presidt. and Deputy from Virginia,
and by thirty-nine delegates*

ARTICLES
IN ADDITION TO, AND AMENDMENT OF,
THE CONSTITUTION OF THE UNITED STATES OF AMERICA.

ARTICLE I.

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

ARTICLE II.

A well regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed.

ARTICLE III.

No soldier shall, in time of peace, be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

ARTICLE IV.

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

ARTICLE V.

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offence to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use without just compensation.

ARTICLE VI.

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining wit-

nesses in his favor, and to have the assistance of counsel for his defence.

ARTICLE VII.

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise re-examined in any court of the United States, then according to the rules of the common law.

ARTICLE VIII.

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

ARTICLE IX.

The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people.

ARTICLE X.

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

ARTICLE XI.

The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another State, or by citizens or subjects of any foreign state.

ARTICLE XII.

The Electors shall meet in their respective States, and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same State with themselves; they shall name in their ballots the person voted for as President; and in distinct ballots the person voted for as Vice-President; and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice-President, and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate;—the President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted;—the person having the greatest number of votes for President shall be the President, if such number be a majority of the whole number of Electors appointed; and if no person have such majority, then from the persons having the highest number not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by States, the representation from

each State having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. And if the House of Representatives shall not choose a President, whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as Vice-President shall be the Vice-President, if such number be a majority of the whole number of Electors appointed, and if no person have a majority, then from the two highest numbers on the list the Senate shall choose the Vice-President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the whole number shall be necessary to a choice. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

ARTICLE XIII.

SECT. 1. Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

SECT. 2. Congress shall have power to enforce this article by appropriate legislation.

ARTICLE XIV.

SECT. 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

SECT. 2. Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of Electors for President and Vice-President of the United States, Representatives in Congress, the executive and judicial officers of a State, or the members of the Legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age and citizens of the United States, or in any way abridged, except for participation in rebellion or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.

SECT. 3. No person shall be a Senator or Representative in Congress, or Elector of President and Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State Legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may, by a vote of two-thirds of each House, remove such disability.

SECT. 4. The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States, nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations, and claims shall be held illegal and void.

SECT. 5. The Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

ARTICLE XV.

SECT. 1. The right of citizens of the United States to vote shall not be denied or abridged by the United States, or by any State, on account of race, color, or previous condition of servitude.

SECT. 2. The Congress shall have power to enforce this article by appropriate legislation.

ARTICLE XVI.

The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several States, and without regard to any census or enumeration.

ARTICLE XVII.

The Senate of the United States shall be composed of two Senators from each State, elected by the people thereof, for six years; and each Senator shall have one vote. The Electors in each State shall have the qualifications requisite for Electors of the most numerous branch of the State Legislatures.

When vacancies happen in the representation of any State in the Senate, the executive authority of such State shall issue writs of election to fill such vacancies: Provided, that the Legislature of any State, may empower the executive thereof to make temporary appointment until the people fill the vacancies by election as the Legislature may direct.

This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

QUESTIONS THAT MAY BE ASKED
AT THE
EXAMINATION OF CANDIDATES FOR NATURALIZATION, AND THEIR BRIEF ANSWERS

GENERAL QUESTIONS.

Q. *Who discovered America?*

A. Christopher Columbus, October 12, 1492.

Q. *When did the colonies become a free government?*

A. When the Declaration of Independence was signed at Philadelphia, July 4, 1776.

Q. *What is the Declaration of Independence?*

A. It is the written document by which the colonies declared themselves a free government, independent of England.

Q. *Who wrote the Declaration of Independence?*

A. Thomas Jefferson.

Q. *What is the United States?*

A. It is a union of forty-eight states.

Q. *How many states were there originally?*

A. Thirteen states. They are: New Hampshire, Massachusetts, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, South Carolina, Georgia, North Carolina and Rhode Island.

Q. *What is our form of government?*

A. Republican.

Q. *What is a republic?*

A. A government in which the sovereign power is in the people, and is administered by representatives elected by them.

Q. *What is Lincoln's definition of a republic?*

A. A government of the people, by the people and for the people.

Q. *Who rules in the United States?*

A. The people.

Q. *What is the fundamental law of the United States?*

A. The constitution.

Q. *When was the constitution of the United States adopted?*

A. September 12, 1787, by the constitutional congress at Philadelphia.

Q. *Have you read the United States constitution?*

Q. *How many articles are there in the United States constitution?*

A. Seven articles.

Q. *Has the United States constitution ever been amended?*

A. Yes, sir.

Q. *How many amendments are there?*

A. Seventeen amendments.

Q. *Do you believe in organized government?*

Q. *Are you an anarchist?*

Q. *Are you a polygamist?*

Q. *Do you believe in polygamy?*

UNITED STATES GOVERNMENT.

Q. *What city is the capital of the United States?*

A. Washington, D. C.

Q. *How many branches are there in the United States government?*

A. Three branches.

1. Legislative, which makes the laws.

2. Executive, which sees that the laws are obeyed.

3. Judicial, which interprets the laws.

Q. *Who makes the laws for the United States?*

A. The United States Congress.

Q. *Where does the Congress meet?*

A. At the National Capitol, Washington, D. C.

Q. *Of what does Congress consist?*

A. The Senate and the House of Representatives.

Q. *How many senators are there from each state?*

A. Two.

Q. *Who elects the United States Senators?*

A. The people.

Q. *For what term are the United States Senators elected?*

A. Six years.

Q. *Who presides over the United States Senate?*

A. The Vice-President.

Q. *Can the Vice-President vote in the Senate?*

A. He does not, except in case of a tie vote.

Q. *How many Representatives are there from each state?*

A. The number depends on the population of the state.

Q. *Who elects the Representatives?*

A. The people.

Q. *What is their term of service?*

A. Two years.

Q. *How many representatives from your state?*

Q. *Who presides over the House of Representatives?*

A. The House chooses its own presiding officer, who is called "the Speaker."

Q. *Can the Speaker vote in the House of Representatives?*

A. Yes.

Q. *What is a bill?*

A. A bill is the draft of a proposed law submitted to the legislature for enactment.

Q. *Where can a bill originate?*

A. In either House.

Q. *How does a bill become a law?*

- A. It must be passed by both Houses and signed by the President of the United States.
- Q. *What does the United States President do, if he does not approve of the bill?*
- A. He returns it to the House where it originated with his objections. This is called vetoing the bill.
- Q. *Can Congress pass a law over the President's veto?*
- A. Yes. If both Houses, after a consideration of the President's objections, pass the bill by a two-thirds vote it becomes a law without the President's signature.
- Q. *What will happen if the President fails to return the bill within ten days?*
- A. It becomes a law, provided Congress is in session after the expiration of the ten days (Sundays and legal holidays are excepted).
- Q. *Who is the chief executive of the United States?*
- A. The President.
- Q. *Who is President now?*
- Q. *Who elects the President and Vice-President?*
- A. The electors.
- Q. *Who elects the electors?*
- A. The people.
- Q. *How many electors in each state?*
- A. As many electors as there are Congressmen (Senators and Representatives) from that state.
- Q. *How do the electors elect the President and Vice-President?*
- A. The electors from each state go to their respective State Capitals and vote for the President and Vice-President. The electoral votes from each state are sent to Congress in Washington, D. C. Congress counts the votes and the candidates having the majority of votes are elected President and Vice-President of the United States.

- Q. *For what term of office are the President and Vice-President elected?*
- A. Four years.
- Q. *Who can be elected President?*
- A. The candidate for United States President must be American born and not less than thirty-five years old.
- Q. *What are the duties of the President?*
- A. He is:
The Commander-in-Chief of the Army and Navy.
He appoints the Supreme Court judges.
Selects his own cabinet.
Appoints some United States officers.
Appoints the United States ambassadors and consuls to foreign countries.
Approves or vetoes the laws passed by Congress.
Pardons criminals convicted by the United States Courts, etc.
Most of the appointments are made with the consent of the Senate.
- Q. *What are the duties of the Vice-President?*
- A. He presides over the Senate. Takes the place of the President in case of his death or disability.
- Q. *Who is the United States Vice-President now?*
- Q. *Who constitutes the President's Cabinet?*
- A. The ten Secretaries who are the heads of the ten different departments of the United States Government.
- Q. *What are these departments?*
- A. They are:
1. The State Department, which administers foreign affairs.
 2. The Department of the Treasury, which has charge of the collection and disbursement of the public revenue.
 3. The Department of Justice, which is the legal counsel of the Government.

4. The War Department, which administers military affairs.
5. The Department of the Navy, which has charge of naval affairs.
6. The Post Office Department, which has charge of the mail service.
7. The Department of the Interior, which administers home affairs, as public lands, Indians, patents, pensions and the census.
8. The Department of Agriculture, which collects and disseminates information on agricultural subjects.
9. The Department of Commerce, which promotes the commercial interests of the country.
10. The Department of Labor, which promotes and protects the interests of labor.

Q. *What constitutes the judicial branch of the United States Government?*

A. The United States Courts.

Q. *What is the highest court in the United States?*

A. The Supreme Court. It sits in the National Capitol at Washington, D. C., and it is a Court of Appeals. It has been called the "Guardian of the Constitution." The decisions of the Supreme Court are final.

Q. *How is the Supreme Court constituted?*

A. One Chief Justice and eight associates.

Q. *What are the United States Circuit Courts of Appeal?*

A. They also are Courts of Appeal. Congress has divided the United States into nine circuits. Each circuit is provided with a Circuit Court of Appeals. These courts are composed of regular circuit judges, assisted by the district judges. Three judges are necessary to try a case.

- Q. *What are the District Courts?*
A. They are the lowest of the Federal Courts. These courts are presided over by a district judge.
- Q. *How many District Courts are there?*
A. In every state there is at least one District Court and in the larger states there are several. There are about ninety District Courts in the United States.
- Q. *What cases come under the jurisdiction of the Federal Courts?*
A. All cases of offenses against the United States Constitution and the United States Laws. Cases affecting ambassadors, public ministers and consuls. Crimes on the high seas. Controversies between two or more states. Cases in which the United States is a party. Cases between a state and citizens of another state. Bankruptcy cases, etc.
- Q. *How are the criminal cases tried?*
A. The criminal cases are tried by jury, and the trial is held in the state in which the crime has been committed.
- Q. *For what term are the federal judges appointed?*
A. For life.

STATE GOVERNMENT.

- Q. *How many states are there?*
A. Forty eight states.
- Q. *What is the capital of your state?*
- Q. *Has each state a constitution?*
A. Yes, sir.
- Q. *How is the state government divided?*
A. Into three departments:
1. Legislative.
2. Executive.
3. Judicial.

Q. *Who makes the laws for the state?*

A. The State Legislature.

Q. *Of what does the State Legislature consist?*

A. The State Senate and the Assembly.

Q. *Who elects the members of the State Legislature?*

A. The people of the state.

Q. *How long do the State Senators serve?*

A. Four years.

Q. *How long do the State Representatives serve?*

A. Two years.

Q. *Who is the chief executive of the state?*

A. The Governor.

Q. *Who elects the Governor?*

A. The people at the general state elections.

Q. *For what term is the governor elected?*

Q. *Who is the governor of your state?*

Q. *What are the duties of the Governor?*

A. He is:

The Commander-in-Chief of the State Militia.

He appoints certain state officers with the consent of the State Senate.

Approves or vetoes the laws passed by the State Legislature.

Pardons criminals against the state, etc.

Q. *Who elects the Lieutenant Governor?*

A. The people.

Q. *What are the duties of the Lieutenant Governor?*

A. He takes the place of the Governor in case of his death, disability or absence. He also presides over the State Senate.

Q. *What other state executive officers are there?*

A. 1. The Secretary of State records the official acts of the Governor, and files the laws passed by the State Legislature.

2. The State Comptroller or Auditor manages the financial business of the state.
3. The State Treasurer keeps the money paid into the State Treasury.
4. The Attorney General is the law officer of the state.
5. The Superintendent of Public Instruction stands at the head of the public schools of the state.

Q. *What are the State Courts?*

A. They are:

1. The State Supreme Court. Its jurisdiction is mostly appellate.
2. The State Circuit or District Courts. The judges of these courts go from county to county to hold court at the county seat.
3. The Justice's Court. This is the lowest State Court. It is held by a Justice of the Peace. It may be called the court of the neighborhood, and administers justice in small affairs.

COUNTY GOVERNMENT.

Q. *How is a state sub-divided?*

A. The state is sub-divided into a number of counties.

Q. *In what county do you live?*

Q. *Is County Government the same all over the Union?*

A. No. It differs somewhat.

Q. *What constitutes the governing body of a county?*

A. The County Commissioners or Supervisors.

Q. *What is their duty?*

A. They fix the rate of taxation for the county. They see that the county roads and bridges are kept in good repair. They contract for the building and maintaining of public buildings. They represent the county in law suits. The commissioners also appropriate money

for the salaries of the county officers, and for all other necessary county expenses.

Q. *What is the Sheriff?*

A. The Sheriff is a county officer who has charge of the county jail and its prisoners. He makes all arrests and executes the decision of the court. He serves all the official papers of the courts. It is his duty to preserve the peace and order of the county.

Q. *What are some of the other county officers?*

A. They are:

1. The Register of Deeds keeps a record of mortgages, deeds and leases.
2. The County Treasurer receives and pays out all money raised by taxation.
3. The County Auditor examines the books of the treasurer and other county officers to see whether the public accounts are properly kept.
4. The County Attorney gives legal advice to the county officers. Appears in court for the state at the trial of criminal cases.
5. The Superintendent of Schools is at the head of the public schools in the county.
6. The Coroner investigates the cases of persons murdered, found dead, or who have died mysteriously.
7. The Clerk of the Circuit or District Court keeps records of the courts in the county.

Q. *What is the Probate Court?*

A. It is sometimes called the Orphan's Court. It examines the wills of dead persons and decides whether they are made legally. When a man dies without leaving a will or someone to take care of his property, this court appoints an administrator. It also appoints guardians for orphans. In short, the Probate Court sees that the property of a dead person falls into rightful hands. It also has jurisdiction over insane persons and their property.

CITY GOVERNMENT.

Q. *How many forms of City Government are there?*

A. Two—the Council System and the Commission System.

Q. *Which is the better system?*

A. The Commission System.

Q. *How many departments in the Commission form of Government?*

A. Usually five departments:

1. The Department of Public Affairs at the head of which is the Mayor.

2. The Department of Finances.

3. The Department of Public Safety.

4. The Department of Streets and Public Improvement.

5. The Department of Parks and Public Property.

At the head of each of the last four departments is a City Commissioner.

Q. *Who elects the Mayor and the City Commissioners?*

A. The people of the city.

Q. *What are the city laws called?*

A. Ordinances.

Q. *Who makes the city laws?*

A. The City Commissioners.

Q. *Who executes the city laws?*

A. The City Commissioners.

Q. *What is the term of office of the Mayor and the City Commissioners?*

A. Usually from one to four years.

Q. *Who is the Mayor of your city?*

Q. *What other city officers are there?*

A. The City Clerk, the Assessor, the Treasurer, the Auditor, the Chief of Police, the Chief of Fire Department, etc. They are appointed by the Commission.

Q. *What are the City Courts called?*

A. Police Courts and Municipal Courts.

STATES, CAPITALS AND NUMBER OF REPRESENTATIVES FROM EACH STATE.

States.	Capitals.	No. Rep.
Alabama.....	Montgomery.....	10
Arizona.....	Phoenix.....	1
Arkansas.....	Little Rock.....	7
California.....	Sacramento.....	11
Colorado.....	Denver.....	4
Connecticut.....	Hartford.....	5
Delaware.....	Dover.....	1
Florida.....	Tallahassee.....	4
Georgia.....	Atlanta.....	12
Idaho.....	Boise City.....	2
Illinois.....	Springfield.....	27
Indiana.....	Indianapolis.....	13
Iowa.....	Des Moines.....	11
Kansas.....	Topeka.....	8
Kentucky.....	Frankfort.....	11
Louisiana.....	Baton Rouge.....	8
Maine.....	Augusta.....	4
Maryland.....	Annapolis.....	6
Massachusetts.....	Boston.....	16
Michigan.....	Lansing.....	13
Minnesota.....	St. Paul.....	10
Mississippi.....	Jackson.....	8
Missouri.....	Jefferson City.....	16
Montana.....	Helena.....	2
Nebraska.....	Lincoln.....	6
Nevada.....	Carson City.....	1
New Hampshire.....	Concord.....	2
New Jersey.....	Trenton.....	12
New Mexico.....	Santa Fe.....	1
New York.....	Albany.....	43
North Carolina.....	Raleigh.....	10
North Dakota.....	Bismarck.....	3
Ohio.....	Columbus.....	22

Oklahoma.....	Oklahoma City	8
Oregon.....	Salem.....	3
Pennsylvania.....	Harrisburg	36
Rhode Island.....	Providence	3
South Carolina.....	Columbia.....	7
South Dakota.....	Pierre.....	3
Tennessee.....	Nashville.....	10
Texas.....	Austin	18
Utah.....	Salt Lake City.....	2
Vermont.....	Montpelier.....	2
Virginia.....	Richmond	10
Washington.....	Olympia.....	5
West Virginia.....	Charleston.....	6
Wisconsin.....	Madison.....	11
Wyoming.....	Cheyenne.....	1
District of Columbia.....	Washington.....	

HOLIDAYS IN THE UNITED STATES.

Every Sunday.

January 1—New Year's Day.

February 12—Lincoln's Birthday.

February 22—Washington's Birthday.

May 30—Decoration Day.

July 4—Independence Day.

September (First Monday)—Labor Day.

November (usually First Tuesday after First Monday)—General Election Day.

November (usually the Last Thursday)—Thanksgiving Day.

December 25—Christmas.

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